



GAP STUDENT

SALARY: £11,500

PER ANNUM

FIXED TERM 12 MONTHS

TO START: SEPTEMBER 2019

GAP STUDENT

St Michael's Prep School is a co-educational day school with 440 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. Our state of the art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

Are you planning a career working with young people? Do you need experience to get your first job or get onto a course? Then look no further. Come and join the team at St Michael's as a Gap Student. In this role you can prepare for a career working with children and demonstrate the impact you can have on children's lives. The "gapper" role is a one year post which gives you an insight into a range of roles on offer in schools. No two days are the same.

You will help with administrative work, lunch and catering duties, sports arrangements and matches. You will learn to plan, organise, support, extend and enrich the lives of children and be a reliable team player. You may bring some unique ideas or skills to us.

To apply for this exciting role please send applications to Kim d'Albertanson at recruitment@stmichaels.kent.sch.uk.

APPLICATION DEADLINE: Monday, 17th June 2019 at noon

INTERVIEW DATE: Week commencing 24th June 2019

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service



JOB DESCRIPTION

RESPONSIBLE TO:

- Director of Sport
- The Deputy Heads / Head of Pre-Prep
- The Head
- Governing Body

KEY RESPONSIBILITIES

- To assist with sports lessons and matches including team sheets.
- To assist on non-match days with Breakfast Club
- To assist in the classroom in particular with hearing children read and assisting those who need support.
- To provide life guard cover for swim lessons.
- To work to support the sports department helping with all aspects of administration – filing, photocopying etc.
- To assist Games staff with children changing room supervision.
- To assist as playground staff.
- To assist with lost property.
- To umpire/referee matches.
- To be responsible for training and supporting a team.
- To provide any other skill or service reasonably requested by the Head that is within your capability and training experience.
- To create a bank of photos documenting the school year.
- To write a games report at the end of each term for pupils in your allocated team

PERSON SPECIFICATION

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our staff need to be:

- eligible to work in the UK
- passionate about working with children
- committed to excellent provision for all children
- great communicators
- organised
- efficient
- proactive
- reliable
- flexible
- great team players
- computer literate



Our gap students need to have:

- a warm and encouraging manner
- enjoyment of teaching and mentoring of children between the ages of 2yr - 13yrs.
- imagination and creativity
- energy, patience and initiative
- strong literacy and numeracy skills (GCSE Grade C or above in English and Maths)
- sports experience in rugby, football, hockey, rounders, netball or cricket
- swimming skills – you will be expected to take and pass a pool specific lifeguard course on arrival. Life guarding for swim lessons will form part of your timetable.
- the ability to form and maintain suitable relationships and personal boundaries with children and young people
- a respect for the confidential nature of the post
- an enhanced disclosure via the DBS (which the school would facilitate)
- a sense of humour