



Stormont School

JOB DESCRIPTION

Job Title:	Gap Student
Hours:	Term time only from 08:00-16:00 (September 2024-July 2025) with 30 minutes unpaid for lunch
Salary:	£17,493.50 for the fixed term contract payable over 10 months at £1,749.35 per month.
Benefits:	Auto-enrolled into the group personal pension plan subject to eligibility criteria (minimum pay level being met). Lunch during term time.
Responsible to:	Deputy Head
Overview:	This role is ideally suited to a student who is taking a gap year after completing 6 th form or interested in pursuing a career in education or working with children. The successful candidate will be on hand across the school offering support to staff and pupils. In addition, there will be the opportunity to assist with our afterschool care provision (16:00-18:00) for which there will be additional pay at a rate of £11.49 per hour.
Applications:	Candidates who are interested in applying for this position are encouraged to visit in advance. For an application form please email: hr@stormontschool.org .
Application deadline:	09:00, 24 th May 2024. Interviews will take place during the w/c 27 th May & 3 rd June 2024.

Role will include but not be limited to the following duties:

Responsibilities

General

- Hearing pupils read (daily)
- Photocopying/preparing resources
- Supporting staff with displays
- Minor admin work (filing, data input)
- Play and lunchtime duties
- Supporting drop off and collecting at the start/end of each day
- Chaperone on buses for weekly swimming lessons to Queenswood

Extended care

The opportunity to assist with our afterschool care for the girls in both Pre-Prep and Prep which includes providing activities and support with homework as part of Stormont's wrap around care.

Person Specification

Skills

- Effective organisational skills with the ability to meet deadlines
- Good interpersonal and communication skills
- Confident use of ICT
- Ability to build positive working relationships with colleagues
- Ability to motivate and effectively manage students in large groups and individually

Attributes

- A passion for working with children at primary school level
- An interest in a career working with children or in education
- The ability to play a full role as part of a wider team.
- A willingness to contribute to the wider co-curricular life of the School
- Flexibility in approach to people and working arrangements
- Ability to work independently and as part of a team
- Effective time management
- Patience and good humour
- Empathy for the values and ethos of a prep day girls' school

Safeguarding, Discipline, Health & Safety

- Be aware of the safeguarding requirements in place in the School and abide by them at all times.
- Be aware of the School's Aims & Ethos and ensure that actions taken are not in conflict with them.
- Be aware of and adhere to all other School policies.
- Assist with the promotion of good order and discipline among the pupils.
- Be responsible for taking reasonable care of personal safety and that of pupils, parents, colleagues, visitors, volunteers and contractors.
- Co-operate with the Head, Bursar and members of the SLT in order to enable the Governors to comply with safeguarding and health and safety duties, reporting any risks or defect to the Bursar.

The School

Stormont School is a highly successful, independent girls' preparatory day school (4-11 years) in Potters Bar, Hertfordshire with a unique approach to learning and a curriculum that values all subjects including music, PE and art. A positive reinforcement of respect and consideration for others and themselves and for the environment is paramount.

We promote activity and healthy eating and staff are alert to the girls' social and emotional health as well as their physical wellbeing. Encouraging spiritual, moral, social and cultural themes are ever-present through assemblies, PSHE lessons and across the wider curriculum and through our co-curricular programme. We pride ourselves on providing outstanding pastoral care and fostering a place where girls will be happy, successful and thrive across the curriculum.

Girls are prepared for many of the best senior day and boarding schools in Hertfordshire and London reflecting the high quality of teaching and learning and the opportunities the girls have to flourish. The School has approximately 140 girls and 50 staff.

Stormont School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.