



# DONHEAD PREPARATORY SCHOOL

## Gap Year Assistant



## Candidate Information Pack

CURIOSITY • CREATIVITY • COMPASSION

# The Role

We are looking to recruit an Assistant to join the staff in supporting school operations including teaching and learning across the school. The opportunity is flexible in terms of timings but would ideally be for one academic year from September 2025 to July 2026. An earlier start would also be considered. The hours will be working during our term-time with five additional Inset days for staff training. This is a great opportunity for a GAP year student or graduate looking for some work experience and employment.

## Are you:

- Excited about the idea of working in a school or already working with children?
- Enthusiastic about sport and education?
- An excellent communicator in both written and spoken English?
- Energetic and committed with excellent time-keeping and attendance?
- Patient and caring with good interpersonal skills?
- Able to form positive relationships?



# Job Description

## Main Responsibilities

- Work with teachers in lessons, small groups and on a one-to-one basis.
- Carry out tasks to support teaching and learning such as preparing the classroom, preparing resources, photocopying, display work, setting up for events etc.
- Carry out supervision duties during breaks and lunchtimes, including walking pupils to and from offsite activities.
- Assist with the organisation and management of whole school events, e.g. plays, concerts, sports day and trips, including residential trips where appropriate
- Assist with a range of lessons, extra-curricular sports clubs and sporting fixtures.
- Assist in the After School Care provision.

## Donhead Offers

- A lively and innovative learning environment with an extended focus on sports, music, art and drama.
- Pupils who love to learn
- A friendly staff team
- Excellent location in Wimbledon Village
- Free school lunches

If you believe that children should experience a superb education that allows them to be challenged yet have fun, that encourages them to be confident as an individual yet understand how to play their part in a team, and if you are committed to developing curiosity, flexible thinking, resilience, initiative, perseverance and respect, please apply to join our team at Donhead.

The appointment is subject to at least two satisfactory references, receipt of Enhanced DBS disclosure, verification of identity and qualifications, satisfactory medical fitness, evidence of the right to work in the UK and DfE prohibition checks. Additional overseas checks will be required for candidates who have lived or worked outside the UK.

The School is an equal opportunities employer.

# About Us

Donhead Preparatory School is a vibrant, exciting, and fulfilling place in which to work. We have enthusiastic pupils, supportive colleagues, and a full programme of CPD for all members of staff. The school is characterised by a warm, welcoming, and supportive atmosphere. New colleagues are supported through an introduction and ongoing training in Jesuit Education.

Donhead is committed to safeguarding and promoting the welfare of children and expects every member of staff to share this commitment.

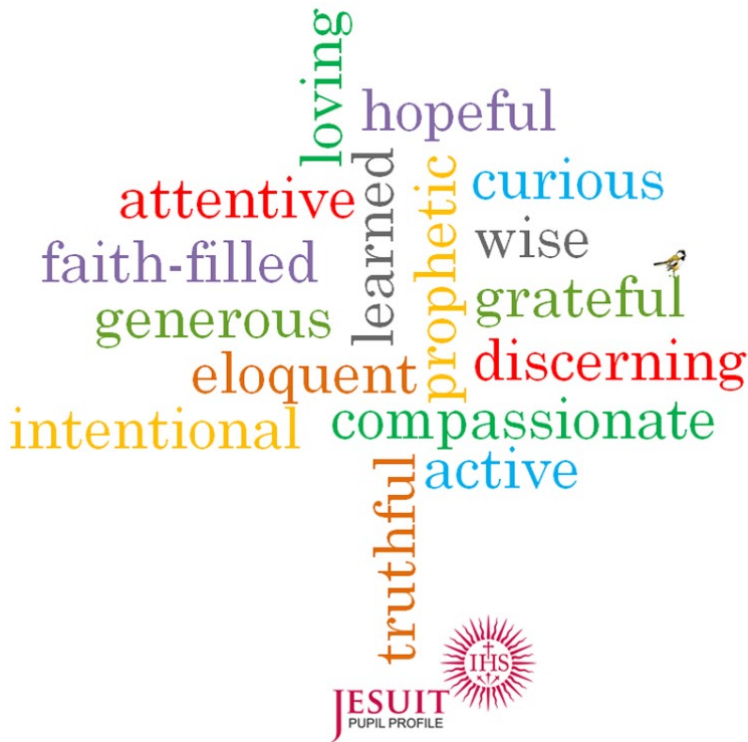


# Our Mission Statement

The aim of Jesuit education is 'improvement in living and learning for the greater glory of God and the common good.' Forming intellectually competent, good, and virtuous young people through education has been the work of Jesuit schools since 1548. It is desired by parents for their children and an enterprise in which all teachers can share.

At Donhead we strive to ensure that the children are growing to be .

- **Grateful** for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with their gifts, becoming men and women for others.
- **Attentive** to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices.
- **Compassionate** towards others, near and far, especially the less fortunate; and **loving** by their just actions and forgiving words.
- **Faith-filled** in their beliefs and **hopeful** for the future.
- **Eloquent** and **truthful** in what they say of themselves, the relations between people, and the world.
- **Learned**, finding God in all things; and **wise** in the ways they use their learning for the common good.
- **Curious** about everything; and **active** in their engagement with the world, changing what they can for the better.
- **Intentional** in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.



# How to Apply

All candidates are to complete the Donhead Support Staff Application form with covering letter and return this to Celeste Franklin, the Headteacher's PA at [Headteacherpa@donhead.org.uk](mailto:Headteacherpa@donhead.org.uk).

Early applications are strongly encouraged as we reserve the right to appoint at any stage during the process. CVs will not be accepted.

Please visit our website for further details about Donhead and to download our application form.

If you have any questions or would like to visit the school prior to application, please contact the Headteacher's Office on [Headteacherpa@donhead.org.uk](mailto:Headteacherpa@donhead.org.uk) or by calling 020 8946 7000.

Shortlisted candidates will be contacted by phone or email to invited for interview.

All candidates are requested to bring proof of photo I.D., evidence of their right to work in the UK and original copies of qualifications to their interview.

**Deadline for applications is Wednesday 12th February 2025 at 10am.**

**Interviews will take place week commencing 3rd March 2025.**

