



OLD SWINFORD SERVICES LIMITED

Gap Assistant

Person Specification

- A genuine interest in working with young people.
- Conscientious and reliable.
- The ability to work as part of a team.
- Have excellent interpersonal skills.
- Be a good communicator.
- Self-motivated
- Interested in continuous professional development.
- Committed to safeguarding and promoting the welfare of children.

Job Specification

The Gap Assistant shall:

- Assist the Housemaster in the routine operation of the Boarding House and be responsible for the good order and discipline of the house at all times when on duty;
- Contribute to the weekend supervision of a Boarding House, assist in the weekend activity programme or weekend Sports Hall cover;
- Take an interest in the welfare and progress of all the students in the house and support the house as appropriate in supporting house activities and house competitions;
- Help organise and supervise the day to day PE department;
- Help with the administration and delivery of the wider co-curricular program of activities;
- To work with the Matrons in the different Boarding Houses;
- To assist teachers in the classroom, if required;
- Cover Sports Centre supervision one evening per week;
- To support the different departments;
- To assist in the running of extra-curricular activities;
- To assist with Boarding House Open Evenings or other similar events;
- To undertake such other duties as the Headmaster or Acting Deputy Head may from time to time reason reasonably require.

Suitability to Work with Children

Old Swinford Services Limited is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.