

CRANMORE

INDEPENDENT DAY SCHOOL

GAP STUDENT

This is an exciting opportunity for students having completed further education and leaving school at age 18 or those graduating from higher education, to join our growing independent school as a GAP Student. The successful applicant will work across year groups from Nursery to Year 3. We welcome applications from individuals who may be considering a career in education and would benefit from a year of experience working in a school.

ROLES & RESPONSIBILITIES

General

- Support teachers in the teaching, care and emotional support of pupils in the school.
- To work with class teachers in all aspects of the classroom and curriculum.
- To undertake duties in Breakfast Club, After School Club and during break times as directed by the Head of Lower Prep School.
- Support the Catholic ethos of the School.
- Be aware of and comply with both School and Trust policies and procedures.
- Contribute to the overall aims of the School Development Plan.
- To behave in a manner that is professional, friendly and fair with pupils, colleagues and parents.
- Work cooperatively as part of the wider staff team.
- Support school events such as concerts, productions and parents' association events.

Subject & Departmental

- Work closely under direction of the class teacher, providing effective support for the children in the classroom.
- Hear reading - using phonic approach and discussing the text.
- Work with individuals and small groups of children to support their learning and enable all children to make progress.
- Assist with sport lessons in the gymnasium, the sports hall, swimming pool and at outdoor games.
- Accompany classes on educational trips.
- Help with taking and collecting children to and from different areas of the school.
- Supervise pupils in Breakfast Club, After School Club and in the playground as arranged by the Head of Lower Prep School.
- Help another member of staff with occasional duties in the absence of staff.
- Work with initiative within a given framework.
- Take an active and supportive role in the pastoral care of the children. Report any problems or concerns to the Designated Safeguarding Lead or class teacher.
- Attending INSET for professional development.
- Assist with the classroom displays and the organisation of the classroom.
- Photocopying and helping with assessments and putting work into pupils' files and books.

Qualifications

- Completed further education to at least age 18 (e.g. A Levels, T Levels or BTEC) or completed undergraduate degree.
- GCSE English and Maths at Level 5 or above.

Skills

Be able to:

- Maintain professional relationships with colleagues.
- Communicate effectively with pupils, parents and colleagues.
- Observe confidentiality.

Personality

- A person who is positive and solution-focused.
- A person who is flexible and who would be adaptable to change.
- A team member able to work on own initiative both in and outside the classroom.
- An individual who is willing to learn and further develop their skills.
- A person who acts in a friendly and professional manner with the children, parents and staff.

Hours

8am – 5pm Monday to Friday during term time only.

Salary & Benefits

- £10.85 - £12.71 per hour
- Lunch and refreshments
- Parking onsite
- Contributory pension scheme

Recruitment Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role.

Short listed applicants will be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail. Interviewers will be trained in Safer Recruitment.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two satisfactory references. Please note that references will be taken up on short listed candidates prior to interview.
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

Cranmore School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the DBS.

Closing date for applications: Monday 29 June 2026

Start date: 1 September 2026