



St Michael's Prep School

The Joy & Wonder of Learning



GAP Student

Salary: £12,255.94 p.a. (FTE
equivalent £16,149.00) *

To start: 4th September 2023

Full Time: Term time plus INSET days,
(fixed term until 31.08.2024)

Hours: 8am to 4pm Monday - Friday

Application Deadline:

Wednesday 1st February 2023
at 8am

Interview Date:

Tuesday 7th February 2023

*Complies with Minimum Wage increases for
April 2023 for 18/20-year old applicants



PREP GAP STUDENT

St Michael's Prep School is a co-educational day school with 475 children aged 2-13, enjoying a beautiful location, overlooking 100 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 many 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 or teaching? Do you need experience to get your first job or get onto a course? Then look no further. Come and join the fantastic team at St Michael's as one of two Gap Students. In this role you can work with the team to 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, progress, nurture 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

Mrs Kim d'Albertanson HR Manager

at recruitment@stmichaels.kent.sch.uk

APPLICATION DEADLINE: Wednesday 1st February 2023 at 8am

INTERVIEW DATE: Tuesday 7th February 2023

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 and online digital presence checks if invited to interview.



GAP STUDENT

JOB DESCRIPTION

RESPONSIBLE TO:

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

KEY RESPONSIBILITIES

- To assist with sports lessons and matches including team sheets
- To assist in the classroom in particular with hearing children read and assisting those who need support
- To provide lifeguard cover for swim lessons (training provided)
- To work to support the Pre-Prep sports department helping with all aspects of administration – filing, photocopying etc.
- To assist Games staff with children changing room supervision
- To assist playground staff during breaks and lunch duties
- To assist with lost property
- To umpire/referee matches
- Assist with sporting, drama and other events throughout the academic year
- 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
- To take and pass a pool specific lifeguard course on arrival

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
- a sense of humour
- 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, life guarding for swim lessons will form part of your timetable (training is provided)
- 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)





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“At St Michael's we work as a team: teachers, pupils and parents.”

-Deputy Head of Pre-Prep

