



St Michael's Prep School

The Joy & Wonder of Learning



GAP STUDENT (PRE-PREP)

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: 11am to 7pm Monday - Friday

Application Deadline:

Monday 27th February 2023
at 8am

Interview Date:

Friday 3rd March 2023

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



PRE-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 children 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 three St Michael's Gap Students. In this role you can work with the Pre-Prep 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, working in the classrooms with children from 2 years old to 7 years. Our Pre-school Nursery and Kindergarten are particularly popular so if you can create animals out of playdoh and build sandcastles you may be the Gap Student for us! You will learn to plan, organise, support, progress, nurture and enrich the lives of our youngest children and be a reliable team player. Between the hours of 4pm and 7pm you will be working in our after-school club with children from Reception up to Year 8, helping to facilitate games and craft projects.

To apply for this exciting role, please send applications to

Mrs Kim d'Albertanson HR Manager

at recruitment@stmichaels.kent.sch.uk

APPLICATION DEADLINE: Monday 27th February 2023 at 8am

INTERVIEW DATE: Friday 3rd March 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 (PRE-PREP)

JOB DESCRIPTION

RESPONSIBLE TO:

- Head of Pre-Prep
- The Deputy Head of Pre-Prep
- The Hive after school manager
- The Head
- The Deputy Heads
- Governing Body

KEY RESPONSIBILITIES

- To assist in the classroom in particular with hearing children read and assisting those who need support
- To provide lifeguard cover for Pre-Prep swim lessons (training provided)
- To work to support the Pre-Prep sports department
- To help with all aspects of administration – filing, photocopying etc.
- To assist playground staff during breaks and lunch duties
- To help serve lunches to children – Food Handling Certificate to be completed on arrival
- Assist with Pre-Prep sporting, drama and other events throughout the academic year
- To provide any other skill or service reasonably requested by the Pre- Prep Head that is within your capability and training experience
- To create a bank of photos documenting the school year
- To take and pass a pool specific lifeguard course on arrival
- Help in The Hive, after school club until it closes

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 young 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)
- swimming skills
- the ability to form and maintain suitable relationships and personal boundaries with children
- 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



Wellbeing Award
for Schools