



BEESTON HALL SCHOOL

JOB DESCRIPTION FOR GAP ASSISTANT

You will have a very important role to play during your time at Beeston and I can assure you that your dedication and skills will be highly valued. I want your time here to be enjoyable, whilst at the same time hoping that you will benefit from the experience. You will have far greater independence than at Public School and will be amazed at how much you will learn in your time here.

Your main role will be that of supporting the work of the full and part time staff. We will endeavour to provide you with a schedule that will be as varied and interesting as possible. If you have a particular interest or skill, we will try to utilise it for the benefit of both parties.

Depending upon our particular needs at any one time, you will probably find yourself involved in the following:

- ❖ Helping with games and PE (particularly skills in netball and cricket)
- ❖ Helping in the boarding house (sometimes at weekends)
- ❖ Depending upon your interests, helping with drama productions, music recitals, supporting IT lessons, etc
- ❖ Hearing individual children read during their normal English lessons
- ❖ Working on the school grounds
- ❖ Supervisory duties upstairs in the boarding houses
- ❖ Helping duty staff at break times
- ❖ Administrative duties to help staff, ie photocopying
- ❖ On a rota system accompanying children on the train to London at Exeats
- ❖ Accompanying the school bus morning and/or afternoon
- ❖ Occasional covering of lessons for absent staff

It is expected that you will be at school throughout the term and the training days either side of each term, although leave of absence may be granted in special circumstances.

The dress code for Gap Assistants is normally tracksuit and/ or Rugby shirt/sweatshirt in Beeston colours. We will provide you with Beeston Hall sports kit. Clothes should be comfortable, clean and tidy. Although this is casual dress, it is important you look smart.

For trips out, or more formal occasions, it is expected that you will dress accordingly, i.e. skirt/ trousers/dress/ polished shoes/jacket and tie.

You will normally be given one day off midweek, although it is expected that you will be at school between 10.00 am – 4.00 pm every alternate Sunday. Your chief job on these occasions will be to help offer activities for the boarders: sport, walks to Roman Camp, treasure hunts, accompanying trips out, etc. On some occasions you might be asked if it is possible for you to accompany a trip in the afternoon rather than work in the morning. In such cases you should be asked well in advance. All your meals during the term time will be provided, although obviously this ceases during the holidays.

Do make the most of the opportunities that come your way and aim to make a positive and memorable impact on the school and the children. Two of our main rules are: 'Employ common sense at all times' and 'treat others as you would like to be treated yourself'. While these are the words of advice, you will be sent electronically and then introduced in more detail to our Induction Pack and Safeguarding policy and procedures when you arrive, which will hopefully support you in terms of confidence and practical advice.

We do hope that you will enjoy your time at Beeston.

Fred de Falbe
Headmaster

May 2024

About the School:

Beeston Hall School aims to provide boys and girls aged 4 – 13 with the best possible education. The School is set in 30 acres on the beautiful North Norfolk coast, just six minutes walk from the sea and surrounded by 700 acres of National Trust land. There are excellent modern educational facilities, a library, a music school with 12 practice rooms, a dedicated art school, ICT suite, an indoor shooting range, sports hall, an outdoor swimming pool, full size astro turf, floodlit all-weather area and extensive playing fields. The school has 178 pupils this term, of whom 31 are currently boarders. All pupils are encouraged to take part in a wide and exciting range of extra-curricular activities such as shooting, cooking, drama, surfing, chess, sailing, ballet, roller-blading, coding and many more.

Salary: £7,500 per annum. Benefits: accommodation provided throughout the contract term along with all living costs and meals whilst at work. There may be scope for career development and training; the school would meet the cost, subject to agreement.

Full details of the post and an Application Form can be downloaded from our website: www.beestonhall.co.uk. Applications are to be submitted on our Application Form.

Closing date for applications: 9.00 am **Friday 31st May 2024**
Interviews (by Zoom): Week commencing **Monday 10th June 2024**

For further information please contact Miss Janice Spooner: Beeston Hall School, West Runton, Cromer, Norfolk NR27 9NQ. Tel: 01263 837324. E-mail: j Spooner@beestonhallpst.org

Beeston Hall School is a member of The Prep Schools Trust Ltd, 7 Cothill, Abingdon, OX13 6JN (Registered No 691616) and is committed to safeguarding and promoting the welfare of children and young people and to providing equal opportunities in employment. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service