



After School Assistant

Candidate Information

£ 8,102 per annum (£12.59ph)

16.25 hrs per week - term time only

The Granville is an IAPS
co-ed Pre-School for ages 3 - 4
and girls' Prep School for ages 4 - 11



Executive Summary

As part of our dedicated and enthusiastic team you will create a safe and happy environment in which children age 3 - 11 can play. At our high-achieving, independent co-ed Pre-School for ages 3-4 and girls' Prep School for age s4 - 11 in the heart of Sevenoaks.

The Granville combines future-ready, forward-looking educational excellence with affectionately held traditions and a bespoke approach to both the academic and personal experiences of its pupils.

We are seeking an inspirational, creative candidate with the ability to entertain children at the end of the school day.

The postholder will be an outstanding and highly-approachable practitioner with energy, creativity and with a real interest in the pastoral care of our pupils.

Do you have a Level 3 in Early Years education or willingness to work towards this qualification? Are you caring and sympathetic person who will enjoy working with children? Make a difference, and join our team at Granville School.

Closing Dates **Friday 11th June 2023**

Interviews **TBC**

The Headmistress would be delighted to talk on the phone to any candidate who would like to know more about the post. She can be contacted either at the School on 01732 453039 or by email through officemanager@granvilleschool.org.

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening.

The School

Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence.

The school is set in five acres of gardens and woodland and is centred on a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by an extremely supportive Board of Governors.





Our Vision

Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in traditional Granville celebrations. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Caterham, Kent College, Sevenoaks School, Walthamstow Hall and Woldingham) and places at Kent grammar schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI. The most recent ISI inspection took place in 2021 where we were judged compliant in all areas and in 2017 where the school was proud to be rated 'excellent' in all areas. The full inspection report can be read on the school's website.

Looking to the future, the school aims to continue on its journey of excellence, constantly improving the standard of teaching and learning, helping pupils achieve their personal best and expanding our educational provision to ensure they are future-ready.

Testimonials

“ I love the school as much now as I did 20 years ago when my eldest daughter came here. They have such fond memories at being at The Granville. ”

Mrs V Wyatt, Teaching Assistant

“ We have so many fantastic clubs! Every Thursday I do circus skills club. But my favourite is cross country running in Knole Park. ”

Isobel, Year 5 Pupil

“ I love teaching here. The girls are so well behaved and there is an incredible support system for all staff, as well as a carefully structured induction process. I feel so valued in the team, despite only being here less than one year. ”

Miss C Townsend, Year 3 Teacher

“ I really enjoy being part of the Senior Leadership Team at The Granville. It is a supportive and creative group to be a part of. The girls we teach are charming: polite and courteous as well as inquisitive and confident. ”

V Duggan, Head of English

“ I love coming to school. The teachers are so nice and they make learning fun. Also, the food is excellent! ”

Harriet, Year 3 Pupil



Job Description: After School Assistant

Key areas of responsibility include:

- To create a safe and happy environment in which children, aged 3 – 11 years can play.
- To supervise children at play.
- Assisting logging children out on departure, liaising with parents.
- To set out, in conjunction with the session leader, a variety of age appropriate activities, games, crafts, construction in which children may participate.
- Weather permitting, supervise children in the outside play area.
- To serve tea to pupils. Being aware of any special dietary requirements.
- To ensure a high standard of behaviour, both at the table (ie table manners) and during play sessions (ie sharing and respect for equipment).
- Maintain a tidy area and clear away at the end of the session.
- To stay behind if necessary once After School Care is finished to ensure all children have been collected by a relevant parent or guardian.
- To be aware of all the relevant safeguarding and health and safety requirements.
- Attend to children's physical welfare such as changing after toilet accidents, sickness and support when ill.
- Attend Inset days incorporating staff training and staff meetings.
- Any other duties that may reasonably be required by the Headmistress.



Job Description: After School Assistant

Person Specification:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Level 3 Early Years qualification (or ability to work towards this level). • a minimum of 5 GCSE's (or equivalent) grade 9 - 4 (A* - C) including Maths and English. 	<ul style="list-style-type: none"> • Basic Food Hygiene Certificate • Paediatric First Aid Certificate
Experience	<ul style="list-style-type: none"> • Previous experience of working with children of a similar age. 	
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to manage groups of pupils and deal appropriately with challenging behaviour. • Ability to communicate concisely and sensitively to a variety of audiences. • Health and Safety in respect of children. • Safeguarding 	
Personal Qualities	<ul style="list-style-type: none"> • A caring and sympathetic person who will enjoy working with children aged between three and eleven. • A committed, charismatic, reliable role model. • A sense of humour, adaptability and a real love of being with children is paramount. • Initiative 	



Job Description: After School Assistant

General Responsibilities for all Staff at The Granville

- Pastoral care is a strong feature of Granville life, and all staff are expected to contribute to this area by creating a warm, caring environment in which children can grow socially, emotionally and mentally.
- Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To develop professional relationships.
- To undertake supervisory duties when required.
- To attend staff meetings and School INSET.
- To avoid overfamiliarity with pupils
- Undertake other duties from time to time as required by the Head Teacher such as attendance at Open Evenings, School Fete etc.
- It is vital that our staff dress smartly and appropriately. An example to others must be set at all times – to children and parents you will be seen as a teacher.

This job description cannot be considered to be exhaustive and other duties not included above may arise from time to time. On the understanding that such duties are commensurate with the purpose of the job and have been identified by the post holder's line manager and advised to the post holder, then such additional duties shall form part of the requirements of the post.

Additional Information

Salary

£8,102 per annum (£12.59 ph)

Monday - Friday

3pm - 6:15pm

Term Time Only (33 weeks + 1 week training)

The successful appointee will also be entitled to the following;

- Free school lunch
- Benenden Health Care
- Pension Scheme
- Staff Discount for School Fees

This post offers an exciting opportunity to work in a well-established, developing and ambitious school. At a time when interest in the School, and demand for places is considerable, the future is very exciting.



Additional Information

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following:

To promote and safeguard the welfare of children and young persons' for whom/she/he is responsible, or with whom she/he comes into contact. They will adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school she/he must report any concerns to the schools' Designated Safeguarding Lead.

The successful candidate will be required to obtain an enhanced DBS Disclosure.

In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

This post offers an exciting opportunity to work in a well-established, developing and ambitious school. At a time when interest in the school, and demand for places is considerable, the future is very exciting.





The
Granville
School

The Granville School
2 Bradbourne Park Road
Sevenoaks
TN13 3LJ

www.granvilleschool.org
01732 453039