



Gap AssistantCandidate Information

Co-ed Pre-School for ages 3 - 4 Girls' Prep School for ages 4 - 11

The Granville School is a member of IAPS



Executive Summary

This is an excellent opportunity to join a collaborative and dynamic team at an exceptionally high-achieving, independent co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 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.

Are you taking a gap year before studying or considering a career in teaching?

Do you love Sport and Art or Drama?

Come and work for us at The Granville School as a Gap Year Teaching Assistant to learn and develop skills that you can use in your career of choice.

Closing Dates 30th May 2025 Interviews 6th June 2025

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 bursarassistant@granvilleschool.org.

The Granville School 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 (25 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

Building 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.

The school has 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.

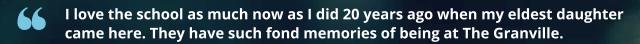
Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Benenden, Caterham, Kent College, Sevenoaks, St Pauls Girls School, Walthamstow Hall, Woldingham and Wycombe Abbey) and places at Kent grammar schools.

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 February 2025 and the school was proud to be judged to meet all of the regulatory compliance standards in every area. The report was overwhelmingly positive and 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



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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

As the newest member of the admin team, I have found the staff very warm and friendly. Nothing is ever too much trouble and I feel I have adapted to school life very quickly due to this.



Mrs K Smith, Bursar's Assistant

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.



Mrs V Duggan, Head of English

Our teachers challenge us and support us which helps us to learn and push ourselves to be the best we can be.







Job Description: Gap Assistant

As a Gap Assistant you will be part of our dedicated and enthusiastic team and will work with teachers to support teaching and learning both within and outside the classroom. You will provide general and specific assistance to pupils and staff under the direction and guidance of the Teacher. A particular love of sport would be an advantage.

Key areas of responsibility include:

Support for Teachers

- Support PE & Games lessons and fixtures.
- Assist class teachers in the promotion of positive behaviour and the implementation of the school's behaviour policy. Raising children's self-esteem and encouraging independent learning.
- Liaise with the class teachers to understand weekly and daily planning, including the objectives of each lesson and being able to share these with the children.
- Prepare, assemble and maintain classroom and corridor displays as directed by the teacher.
- Assist in the creation, preparation and maintenance of appropriate resources for teachers or pupils as directed.
- Assist where necessary with tidying and preparing of classrooms and materials to ensure effective and efficient teaching.
- Establish constructive relationships with parents.
- Support class teachers in photocopying and other admin tasks as directed.





Co-curricular Activities

- Assist with the supervision of pupils during playtimes either in the playground or in the classroom during wet playtimes.
- Administer First Aid and care for sick children tending to the hygiene and physical needs of pupils.
- Assist with the supervision of pupils during lunch.
- Escorting pupils to/from after School Care or Breakfast Club
- Accompanying school outings and trips.

General Responsibilities for staff at The Granville

All members of our school community demonstrate and value:

- Team spirit and making a positive contribution.
- Integrity and honesty.
- Tolerance and being kind.
- Courage and perseverance.
- Respect and being courteous.

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 which children can grow socially, emotionally and mentally.

- Be aware of and comply with procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Comply with Health and Safety requirements.
- Develop professional relationships.
- Undertake supervisory duties when required.
- Attend staff meetings and school INSET.
- 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 ect.

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.



Person Specification

	Essential	Desirable
Personal Qualities	 An ability to build good working relationships with both pupils and adults and work constructively as part of a team. Enjoy working with children. Patience and a sense of humour. Motivation to participate in ongoing training and self-directed CPD (Continuing Professional Development) programmes. Forward-thinking and proactive. 	 Ability to respect confidentiality and understand the importance of protecting data. Resourceful and self-directed, able to show initiative. Flexible in approach and willing to take on other duties as required. Able to prioritise own workload and to differentiate between tasks that are important and those which are urgent.
Safeguarding	Evidence of a commitment to promoting the health, welfare and safeguarding of children.	





Person Specification

	Essential	Desirable
Qualifications and Training	 Educated to A- Level equivalent. Standard Maths and English GCSE grade 4 or above. Minimum of 5 GCSE's. 	• First Aid Training.
Experience	 Working with children in a school/ club or volunteer setting. 	• Team Sports.
Knowledge and Skills	 Good organisational skills. Flexibility and creativity. Good literacy and numeracy skills. Good time management. IT skills. 	 Ability to manage a group of pupils and deal appropriately with challenging behaviour.



Additional Information

Salary

Hours 8:00am - 4:00pm

Actual salary £15,840 per annum (minimum age dependant) based on 40 hours per 39.6 weeks, (full-time equivalent – £20,800 52 weeks, minimum age dependant) Fixed Term from September to July 2025

The Granville School can offer the successful appointee the following:

- Free school meals.
- Free parking on site.

Additional Information

- Gap Assistant will have a mentor who will organise induction and be available at all times to deal with any
 concerns or problem. Regular reviews will take place during the year in order to make this year as useful
 and productive as possible for both school and student.
- It is vital that our gap students 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 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 meet the following compliance requirements:

The Right to work in the UK.

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 provide 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. Social Media review checks are conducted for all candidates who are shortlisted.

Applications

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 01732 453039 or through bursarassistant@granvilleschool.org







The Granville School 2 Bradbourne Park Road Sevenoaks TN13 3LJ

www.granvilleschool.org 01732 453039