

Charlotte House Preparatory
School

Gap Student



Application Pack



Charlotte House Preparatory School
Is looking for a
Gap Student

September 2022 – July 2023

Term time

Charlotte House is looking to appoint a Gap student for the duration of the new academic year 2022-2023 to be involved in supporting the following subject areas: Sports and DT plus other subjects. They will also support certain year groups.

The Gap student will also be expected to become involved in and provide support to the wider community of the school.

The salary offered will be in the region of £12,000 per annum and the role is term time plus Inset days only.

For more information please contact the office by telephone on 01923 772101 or by email office@chpschool.co.uk

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to satisfactory disclosure clearance.

www.charlottehouseprepschool.co.uk

Charlotte House Preparatory School

June 22

Dear Candidate

Charlotte House is a Prep School for Girls providing exciting, enjoyable education experiences which lead to outstanding outcomes for our children.

We believe that children benefit from a challenging, innovative and comprehensive curriculum delivered in a supportive and stimulating environment and our school is recognised for its welcoming and friendly atmosphere in which our girls flourish.

If you would like to join our friendly team we have a vacancy for a Gap student.

For more information please contact the office by telephone on 01923 772101 or by email office@chpschool.co.uk

We look forward to receiving your application.

Yours sincerely



Miss P Woodcock
Head

'Excellent' in every category of our October 2021 ISI Inspection

Charlotte House Preparatory School

Person Specification

Job Title: Gap Student	
Salary: Negotiable, dependant on experience	Hours of Work: 35 weeks pa -+ (term time plus 2-3 days per term) 10.00am – 6.00pm Monday – Friday with occasional weekend / evening duties and pre / post term days.

	Essential	Desirable
Qualifications	GCSE or equivalent, grade C or above in Maths and English.	Able to use various IT packages including MS Word, Excel and Google.
Specific knowledge/skills (technical)	Able to work accurately and meet deadlines. Excellent, confident interpersonal communication skills. Good organisation skills including personal workload organisation.	Clean full driving licence
Personal attributes	Enthusiastic. Professional attitude to colleagues, students, parents and the working environment. Committed to the ethos of the school. Calm and adaptable. Able to work without close supervision and enjoy working on own initiative.	
Team player/management skills	Able to work effectively with other colleagues. Flexible and willing to help with various activities.	

Job Description

Gap Student

This position would suit a recent school leaver looking to gain valuable experience in an educational and sporting environment. Enthusiasm is essential and experience of coaching and/or involvement in a sport is desirable.

The Gap Student will usually work Monday to Friday 10am to 6pm, attending occasional sporting fixtures until 7pm and all major school events.

The Gap Student is responsible to the Deputy Head.

The Gap Student may:

- Support teachers in their day to day work
- Accompany the PE Teacher to netball/swimming fixtures
- Be given general tasks around the school (e.g. tidying, cleaning, moving furniture, putting up display, clerical work, help the catering staff serve lunch etc.)
- Computer work: You may be needed to enter data from Exams or other school activities on the computer
- Administrative duties: You may be asked to assist with general admin tasks and act as an IT technician
- Be on duty with a full-time member of staff
- Help on school trips or visits

The Gap Student may not:

- Teach
- Be on duty alone

The Gap Student is expected to:

- Uphold sensible and decent personal behaviour and to respect the traditions and rules of the school
- Maintain a warm, friendly relationship with the girls without trying to be too familiar
- Be energetic & enthusiastic

At all times, the Gap Student should seek guidance from the Deputy Head especially over questions of discipline and supervision.

A full induction in all areas of school life will be provided when the Gap Student first arrives.

Charlotte House Preparatory School

Background information

Background Information

The School

Charlotte House School is an independent girls' preparatory school set in delightful grounds of about three acres surrounded by mature trees and gardens. It is situated in a quiet residential area in Hertfordshire between the towns of Rickmansworth and Chorleywood, about one mile from Junction 18 of the M25 and within easy reach of Rickmansworth Station. Watford, Harrow and St Albans, with their shopping and entertainment facilities, are nearby, as is the delightful Chilterns countryside.

Charlotte House School offers education to girls between the ages of 3 and 11 years. The current roll is 115. Pupils join the Nursery at three or Reception at rising five; the school is largely non-selective and academic standards are high and rising. At the age of 11, girls move very successfully to a wide variety of private and state schools including Berkhamsted, Haberdashers' Aske's, Northwood College, Royal Masonic, St Helen's, Abbot's Hill, Dr Challoner's High School and Watford Grammar. Girls are prepared for the 11+ entrance exams and very good links are established with all these schools so that they acknowledge and value the high standards encouraged at Charlotte House. The school has an excellent record in enabling girls to transfer to the secondary school for which they are most suited, whether private or in the maintained sector.

Charlotte House is divided into two main sections; the Pre-Prep which includes the Early Years Department, and Prep. There is one class per year group, each with a dedicated form teacher. Additionally the Pre-Prep forms each have their own classroom assistant Specialist staff are introduced to girls from Nursery.

Our wide curriculum includes all aspects of the National Curriculum but we successfully augment this and in assessment we consistently see girls achieving above National Curriculum averages. There is a thriving creative atmosphere throughout the school and examples of the children's work are on display. Music plays an important role as does drama. Drama is much enjoyed from form assemblies and plays through to the Easter Concert and the Form VI leavers' play, and not only reinforces studies but also increases the children's confidence and self-expression. PE activities include netball, gymnastics, dance, athletics and swimming. Girls play regular netball matches against many local schools and the swimming squad is very successful in local and national galas and competitions.

Management

The school is run by the Head, assisted by the Deputy Head. The Senior Management team consists of the Head, the Deputy, the Director of Studies and the Bursar. The Head is also supported by a PA/School Secretary and the Registrar.

The school is administered by a Board of Governors. There are nine governors who provide a wide range of professional skills and include former parents. The governors Sub-committees include Health and Safety, Education, Building and Finance and Marketing.

Staff

Aside from the Head, there are eleven full-time and five part-time teachers, one learning support assistant, five teaching assistants, a Caretaker and three kitchen staff.

The Admin staff consists of: a Bursar & part-time Assistant, a Registrar and a School Secretary.

PTA

The school is fortunate in having a very supportive PTA which organises many social and fund-raising events which are held throughout the year including Christmas and Summer Fairs.

Application and recruitment procedure

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Applications Forms.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- Where appropriate, an Enhanced Disclosure from the Disclosure and Barring Service will be obtained for the successful applicant.
- We will seek references from the current or most recent employer on shortlisted candidates. They must be from a senior person and if references are received electronically we verify the source. We may approach previous employers for information to verify particular experience or qualifications, before interview.
- Where a candidate is currently working with children, on either a paid or voluntary basis, the current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns. If the candidate is not currently working with children but has done so in the past, that previous employer will be asked about these issues.
- Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal - if the applicant has been selected and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

Invitation to Interview

- Interviews will be conducted in person and the areas which will be explored will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them:
 - a current passport or a full birth certificate
 - a utility bill or financial statement issued within the last three months showing the candidate's current name and address
 - where appropriate any documentation evidencing a change of name
 - your latest DBS Certificate

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

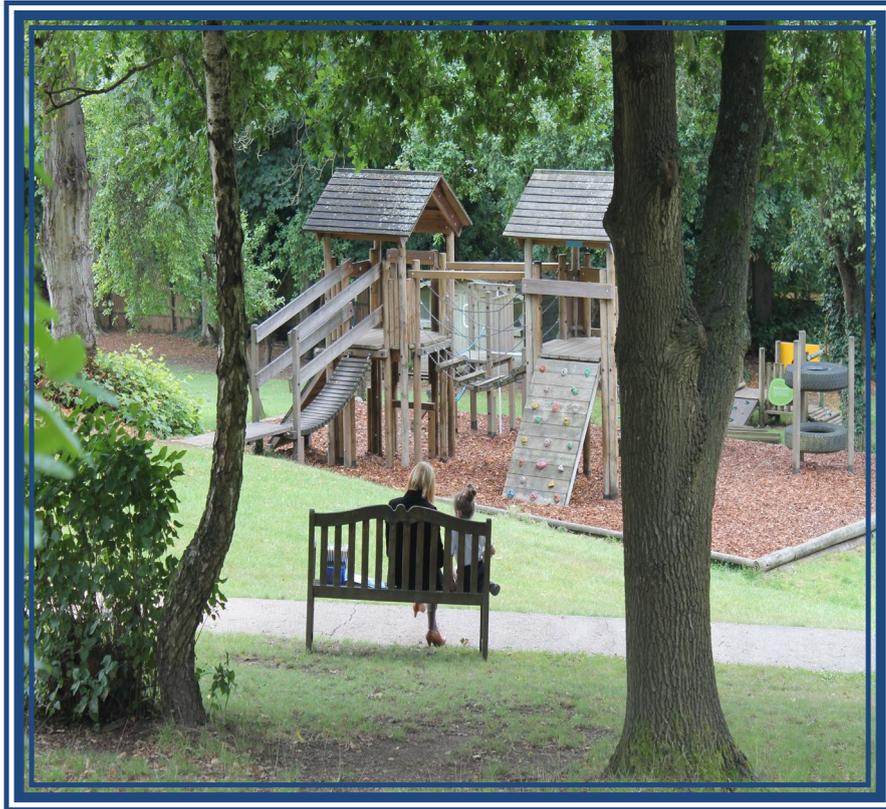
Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK
- A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS
- A Google search will take place to look for any evidence of extremist views held by the candidate and if necessary any offer will be subject to a risk assessment in line with our Prevent duty
- For a candidate to be employed as a Teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State
- For those engaged in management roles an additional check is performed to ensure you are not prohibited under section 128 provisions
- verification of professional qualifications, where appropriate
- verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999)
- where the successful candidate has worked or been resident overseas such checks and confirmations as the school may consider appropriate and government guidelines dictate so that any relevant events that occurred outside the UK can be considered
- satisfactory medical fitness
- signed staff suitability declaration form showing that you are not disqualified from providing childcare under the Childcare Act 2006 (July 2018)

Policy on the Recruitment of Ex-Offenders

- The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School.
- Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with any offences against children.
- All candidates should be aware that provision of false information is an offence and could result in the application being rejected (or summary dismissal if they have been appointed) and a referral to the police and/or DBS and/or the DfES Children's Safeguarding Operation Unit.

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