



## DONHEAD PREPARATORY SCHOOL

### Gap Year Assistant



### Candidate Information Pack

CURIOSITY • CREATIVITY • COMPASSION

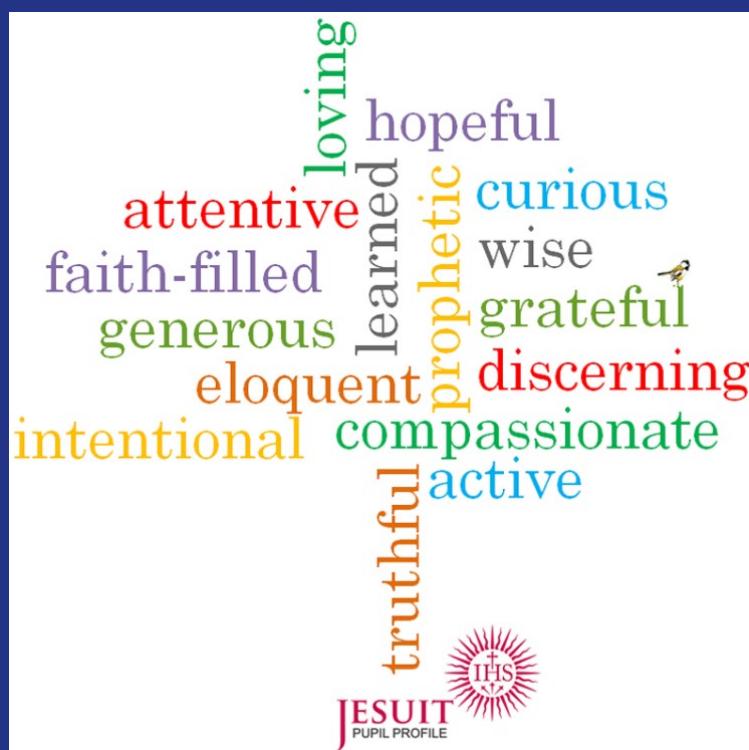
# About Us

Donhead Preparatory School is a vibrant, exciting, and fulfilling place in which to work. We have enthusiastic pupils, supportive colleagues, and a full programme of CPD for all members of staff. The school is characterised by a warm, welcoming, and supportive atmosphere, as noted by our recent visit from ISI. New colleagues are supported through an introduction and ongoing training in Jesuit Education.

We offer a variety of benefits, such as:

- Competitive salaries and pay progression
- Free refreshments during term time
- Access to Health Assured Employee Wellness
- Access to the Global Jesuit Schools' Network and extensive professional development opportunities
- Staff discount of up to 50% on fees for a child attending Donhead
- Free life assurance benefit and personal accident cover
- Generous pension schemes
- Competitive terms and conditions of employment

Donhead is committed to safeguarding and promoting the welfare of children and expects every member of staff to share this commitment.



# The Role

We are looking to recruit a Gap Assistant to join the staff in supporting school operations including teaching and learning across the school. The opportunity is flexible in terms of timings but would ideally be for one academic year from September 2026 to July 2027. The hours will be working during our term-time with five additional Inset days for staff training. This is a great opportunity for a GAP year student or graduate looking for some work experience and employment.



# Job Description

## Main Responsibilities

- Work with teachers in lessons, small groups and on a one-to-one basis.
- Carry out tasks to support teaching and learning such as preparing the classroom, preparing resources, photocopying, display work, setting up for events etc.
- Carry out supervision duties during breaks and lunchtimes, including walking pupils to and from offsite activities.
- Assist with the organisation and management of whole school events, e.g. plays, concerts, sports day and trips, including residential trips where appropriate
- Assist with a range of lessons, extra-curricular sports clubs and sporting fixtures.
- Assist in the After School Care provision for 2 afternoons a week.

## Donhead Offers

- A lively and innovative learning environment with an extended focus on sports, music, art and drama.
- Pupils who love to learn
- A friendly staff team
- Excellent location in Wimbledon Village
- Free school lunches

If you believe that children should experience a superb education that allows them to be challenged yet have fun, that encourages them to be confident as an individual yet understand how to play their part in a team, and if you are committed to developing curiosity, flexible thinking, resilience, initiative, perseverance and respect, please apply to join our team at Donhead.

The appointment is subject to at least two satisfactory references, receipt of Enhanced DBS disclosure, verification of identity and qualifications, satisfactory medical fitness, evidence of the right to work in the UK and DfE prohibition checks. Additional overseas checks will be required for candidates who have lived or worked outside the UK.

The School is an equal opportunities employer.

# How to Apply

All candidates are to complete the Donhead Support Staff Application form with covering letter and return this to Celeste Franklin, the Headteacher's PA at [Headteacherpa@donhead.org.uk](mailto:Headteacherpa@donhead.org.uk).

Early applications are strongly encouraged as we reserve the right to appoint at any stage during the process. CVs will not be accepted.

Please visit our website for further details about Donhead and to download our application form.

If you have any questions or would like to visit the school prior to application, please contact the Headteacher's Office on [Headteacherpa@donhead.org.uk](mailto:Headteacherpa@donhead.org.uk) or by calling 020 8946 7000.

Shortlisted candidates will be contacted by phone or email to invited for interview.

All candidates are requested to bring proof of photo I.D., evidence of their right to work in the UK and original copies of qualifications to their interview.

**Deadline for applications is Wednesday 25th March 2026 at 10am.**

**Interviews will take place after Easter in 2026.**

