



GREAT WALSTEAD
SCHOOL

Great Walstead is a dynamic Independent Day School nestled in the glorious Sussex countryside on a site of 250 acres, surrounded by fields and woodland. The School seeks to nurture academic ability, kind character and a spirit of adventure in our pupils whose ages range from 2 ½ to 13 years old. The School believes that children are born creative, curious and imaginative.

Holiday Assistant

As a school we provide a childcare service, known as 'The Keep', for working parents during our school holidays. We are looking to employ an Assistant for this service, and have shifts available during Easter, Summer and half terms.

Salary is competitive and according to qualifications and experience. There is an extensive benefit package including a generous pension contribution, use of the extensive grounds out of working hours, death in service benefit and an employee assistance programme.

This is a wonderful opportunity to be part of our excellent team who are very supportive and friendly and always have the children's happiness at the heart of everything they do. The children spend lots of time, exploring our extensive grounds which include, woods, fields, streams and our secret garden to enhance learning and create a unique child led curriculum.

Duties will include:-

- Working with small groups of children (ages 2½ – 7 years) in adult directed activities
- Leading or helping prepare for each session e.g. setting out toys, photocopying, collecting materials
- Serving snacks
- Ensuring the holiday club area, referred to as 'The Keep', is kept clean and tidy
- Making use of the beautiful grounds for some activities

The successful applicant should have:-

- Relevant Education. Ideally Level 3 qualification, or higher (but not essential)
- Sensitivity and caring to the needs of young children
- Excellent interpersonal and communication skills
- The ability to work as part of a team

Details of how to apply can be found on our website, along with the application form. Please send application forms to vacancies@greatwalstead.co.uk. Applications forms can only be considered if completed in full. The School does not accept CVs. Applications will be considered as they are received and the school reserves the right to appoint at any point during the application process.

Closing date: Noon, Friday 28th March 2025.

The School is committed to safeguarding and promoting the welfare of children and expect all of our staff to share this commitment. The successful candidate will be required to undertake an enhanced disclosure via the DBS and to register with the update service

Great Walstead School is an Equal Opportunities employer.

Data Handling – please refer to Great Walstead's Data Protection Policy and Privacy Notice which can be found on the School's website.

Registered Charity No 307002





Job Description and Person Specification

Job Title: Holiday Keep Assistant
Responsible to: Keep Supervisor

As a School we provide a childcare service, known as 'The Keep', for working parents during school holidays. Supervision of the children is within The Keep, which is located within the Early Years Foundation Stage (EYFS) area of the School. The age of the children in The Keep range from 2½ years to 7 years.

The aim of The Keep is to:-

- Provide a safe, homely, friendly and caring environment
- Offer informal supervised play
- Create a family feel by having children of many ages playing together
- Promote constructive play
- Supply structured activities
- Stimulation through craft activities
- Maintain the normal code of conduct and rules of the School

Main duties will include:-

- Serving meals provided by The Keep
- Serving snacks and drinks
- Helping with activities set by the Keep Supervisor and conducting some activities alone
- Keeping facilities clean and tidy
- Playing with and alongside the children
- Preparing for each session e.g. photocopying, setting out toys, collecting materials etc
- any other duties and responsibilities commensurate with the job title as directed by the Keep Supervisor/Headmaster

Person Specification

- **Experience:** Experienced of this age group
- **Sensitivity:** listens well and understands others' needs and perspectives; caring and sensitive to the needs of young children
- **Self-motivation:** meets objectives on own initiative; committed to continuous self-development; willingness to attend appropriate on-going training/updating.
- **Teamwork:** flexible, co-operative, helpful; self-aware; collaborates well; ability to work alone and as part of a team.
- **Organisation:** systematic; efficient; meets agreed priorities.
- **Response to change:** investigative; adaptable; prepared.
- **Background:** A person suitable for working with children under the terms of the Children Act and other appropriate legislation.
- **Physical:** able to undertake all the physical requirements of the post and use equipment, according to health and safety guidelines.

Terms and Conditions

The first term of the appointment will be probationary and subject to one week's notice in writing on either side.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headmaster or line manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but following consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job which are commensurate with the salary and job title.