



ALDRO



Gap Student



Job Description

Type of position Academic Year, term time only, plus staff training days

Aldro appoints Gap Students for each academic year. The role is suitable for a recent school leaver and offers an exciting opportunity to take on a significant role of responsibility appropriate to age and experience whilst working alongside teaching professionals to help deliver an outstanding education to the pupils of Aldro.

Aldro is located near Godalming in Surrey. Aldro is at an exciting time in its history, having recently opened the school to girls for the first time in its history. There are currently over 200 pupils aged 7 – 13 in the school; approximately a third of them board. Aldro is also committed to a breadth of education, and excellent results are achieved in sport, music, drama and chess. Saturdays are comprised of academic lessons in the morning followed by sports matches for all in Year 5 upwards. Gap Students are expected to bring their own interests and enthusiasms to this role and to contribute broadly to the running of the school, including the boarding. Accommodation will be provided.

Aldro's Christian foundation underpins the ethos and values of the school and all staff are expected to be supportive of the school's Christian character. Further details about the school can be found on our website: www.aldro.org

Gap Students will be asked to undertake a broad range of tasks. Examples of this are as follows:

Administration. Helping the administrative staff with a number of jobs, some of which will be routine (e.g. laundry, emptying recycling bins) and some of which may be in response to particular peak flows of administrative work (e.g. helping with photocopying).

Boarders' Activities. Gap Students will help with the programme of activities for the boarders. This tends to involve the late afternoon and early evening on Monday-Saturday and all-day Sunday (on weekends when we do not have a whole school Weekend Leave). The sort of activities that may be included are general games, ICT supervision, playing on the 'island', helping the younger boys with their Prep, running games in the ASC (sports centre), and various other activities. Gap Students will not be expected to help with putting pupils to bed or getting them up in the mornings.



Day-to-Day running of the school & General Supervision. Gap Students will be asked to help staff with morning & lunchtime registration, day pupil departure/sign out, morning snacks, and some general supervision of the pupils (e.g. morning break, mealtimes, changing for games and evening prep sessions). At times they will be asked to keep records on the school's management system (SchoolBase). Gap Students will also be asked to lock the school buildings on a regular basis, Monday to Friday.

Lessons. From time to time Gap Students may be asked to help with lessons. This could include helping a teacher in a class, helping to prepare certain lessons (e.g. setting up experiments in Science), helping in the Art Studio or DT Workshop, and occasional supervision of classes or prep when work has been set.

Sport. Gap Students will be asked to help with sport every day. The main sports at Aldro include rugby, football, netball, hockey, cricket, athletics, tennis and swimming. In addition to the main sports, many others take place too – e.g. basketball, judo, fencing, dance, shooting, golf, sailing, rowing, riding etc. Where Gap Students have particular interests in some of the more minor sports, they would almost certainly be able to find time to do them with the pupils. Gap Student may also be asked to help with PE lessons.

Work for the Bursar. From time to time Gap Students may be asked to help with a number of odd jobs – for example, helping to prepare the main Hall for a lecture or drama production. There may be other occasions when they are asked to help with certain jobs around the grounds (for example, before the main athletics sports day).

The areas outlined above are simply examples of the sort of things an Aldro Gap Student might be asked to help with. They won't be expected to do everything on the list, and there may be other things that they would like to do that don't feature. Although some of the tasks will be rather mundane, there should be plenty of enjoyable things to do as well!

There are certain **general expectations** that an Aldro Gap Student needs to be aware of:

- Being familiar with the school's policies and procedures as required including professional standards of conduct
- Serving as a good role model to the pupils in character and conduct
- Attend breakfast every day with the boarders (except on days off)
- Attend Chapel and Assemblies each morning
- Maintain a reasonable standard of dress (e.g. collar and tie during the day, and Aldro sports kit for games)
- Be responsible for cleaning all personal accommodation and shared areas
- Attend training sessions as required



If Gap Students have any worries or concerns, there will be plenty of members of staff to help. In particular, Chris Carlier (Headmaster), Nicky Carlier (Headmaster's Wife), Chris Rose (Deputy Head), Guy Drayton (Director of Sport) and Gilbert Watson (Assistant Head Pastoral) will regularly monitor their progress and offer assistance as necessary.

Applicants are requested to submit the school's general application form available on the Vacancies section of the school website, together with a brief letter of application. CVs are not required. The letter and application form should be emailed to head@aldro.org Applications will be considered upon receipt.

The school is an equal opportunities employer and complies with its duties under the Equality Act 2010. Aldro is committed to safeguarding and promoting the welfare of the children and young people here, and all staff are expected to share this commitment. All staff are expected to adhere to and ensure compliance with the school's Safeguarding / Child Protection Policy 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 or welfare of children in the school, he/she must report any concerns to the school's designated Safeguarding Lead.

In line with the School's Safeguarding/ Child Protection Policy, the successful candidate will be subject to checks by the Disclosure and Barring Service.

Aldro is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This post requires an enhanced check from the Disclosure and Barring Service.



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