

MAY 2021



**DOWNSEND**  
**SCHOOL**

*Inspiring Young Minds*

# Join the Inspiring World of Downsend



Downsend School  
1 Leatherhead Road  
Leatherhead  
Surrey  
KT22 8TJ

## Candidate Brief

Non-Teaching

Gap Year Student

## Details for applicants

Downsend is a forward thinking and innovative independent school providing education for children aged 2-16 years. Based over four sites we have three separate Little Downsend Schools for children aged 2-6, overseen by one Headteacher and each feeding into our main Downsend site where we teach children aged from 7-16. We prepare our children for the future with a creative approach to learning that inspires young minds. From nursery through to GCSEs, we provide the platform for academic success.



Gap Year Assistants occupy an important role in Downsend school life. The role is supportive of the activities of teachers throughout the school. We try to use Gap Year's individual strengths and skills whilst being ever mindful of what the school needs as well. We are looking for applicants who have initiative and energy, and who enjoy being with children.

You would be required to work from 8.30am - 4.30pm Monday - Friday. This role is for term time only working, You would also be expected to attend 4 inset days a year, which are held at the beginning of each term. Start date is September and ends 8 July 2022.

The Role Profile gives an indication of the tasks and responsibilities involved in this role but can only give a list of duties and cannot fully convey how the school works. Therefore, if you would like further information about the role and responsibilities, please email Sue Wood, HR Administrator at [sue.wood@downsend.co.uk](mailto:sue.wood@downsend.co.uk), who will be pleased to discuss it further with you.

*Downsend is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. This means we will undertake pre-employment background checks before any appointment is confirmed. All appointments are subject to an enhanced Disclosure and Barring (DBS) check. It is also essential and a mandatory condition of your employment that you undergo criminal, police or embassy record checks (as appropriate) from all countries, outside of the UK, where you have lived and/or worked for 3 months or more in the last 10 years or where you have completed your teacher training (or relevant qualifications) if not in the UK. Please note that checks are not required prior to the age of 16.*

# How to apply

We are delighted that you are interested in joining Downsend School. To apply:

- Visit [www.downsend.co.uk](http://www.downsend.co.uk) to see more about our schools
- Download and complete the application form
- Email the application form plus a covering letter to [sue.wood@downsend.co.uk](mailto:sue.wood@downsend.co.uk)
- You may also send a CV if you wish, but this must be in addition to the application form, not instead of it.

## Overview of employee benefits

Downsend aims to offer every member of our team a competitive salary, a range of great benefits and opportunities for career progression.

Our benefits include:

- Cognita Care First - Employee Assistance Programme
- Lunch available
- Free on-site parking
- My Staff Shop - discounts for staff across a range of companies



## Next steps

The closing date for applications is Sunday 21 June. Candidates will be contacted after the closing date if they have been selected for interview. All applicants will be advised of the outcome of their application.

Please do contact Sue if you have any questions. We look forward to receiving your application.

Ian Thorpe  
Headmaster