



Job Description

POST: Female Gap Student (Live in)

RESPONSIBLE TO: SLT

STATUS: Term time only/Full Time/ Fixed term until 4.7.26 (40 hours per week)

SALARY: £10,500 per annum (inclusive of all boarding accommodation and food)

PERSON SPECIFICATION

- A well motivated and enthusiastic young person who is prepared to play an important role in the whole life of Adcote School.
- A person who can show initiative and work independently yet also be prepared to work as part of a team.
- The ability to respond to a situation as it evolves and be prepared to offer help as it is needed.
- The ability to work hard when the need arises but to maintain a sense of humour!
- Not essential but beneficial – a desire to be involved with sport, music or performing arts.

JOB DESCRIPTION

- To work alongside the Junior School staff on a daily basis.
- Assisting staff with school visits, extra-curricular activities and sporting fixtures.
- Helping to supervise prep and activities primarily for junior classes.
- To help with the setting up and preparation for lessons as requested.
- Assisting with general administrative duties within the school environment
- To undertake duties in the School at break times as set out in the Duty Rota.
- To play a full role in supporting the ethos of Adcote at all times.
- Assisting in the boarding house in the evenings and at weekends
- Accompanying the weekend trips with a Matron.
- To undertake any duties as assigned by the Operations Manager during the course of the day.
- To help out in the PE or Sports programme where necessary.
- To assist in other academic and boarding duties where necessary.

CONDITIONS

1. Free board and lodging at Adcote during term time and in the holidays if required.
2. Candidate must be female, as Adcote boarding is an all-girls provision.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the police.

Closing date for applications 1st September 2025