

# GEMS Activity Club Supervisor



JUNE 2023

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## CONTENTS

- 1. Message from the Head
- 2. Introduction to Windlesham House School
- 3. The Role: GEMS Activity Club Supervisor
- 4. The Candidate: GEMS Activity Club Supervisor
- 5. Information for the Candidate



# Message from the Head



Dear Candidate

Thank you for your interest in the position of GEMS Activity Club Supervisor at Windlesham House School. We are very excited about this role and the opportunities it affords. You will find a lot more information about it and the school in this pack, but I wanted to give a sense of the context of this appointment.

This is my third year as Head at Windlesham and I live on site with my wife, Alex, who is very much involved in the life of the school, and our two children, Edward and Thomas who both attend the school. This is a unique community and we are all aware that we are lucky to be living and working in this school. Windlesham pupils are all very much individuals but characterised by their generosity of spirit, tremendous enthusiasm, confidence and good manners. They approach school life with complete engagement making the most of the many opportunities available including digital learning which is at the heart of our teaching and learning provision. We are entirely committed to providing an academically rigorous and creative education within a secure and happy environment where our pupils feel nurtured and valued. As a busy and vibrant boarding school, this is particularly important and all staff are involved in all aspects of school life.

The school is overseen by an experienced and professional Governing Board who ensure that all our facilities complement the excellent standards of teaching and learning. In March 2018 a magnificent sports complex was opened with a six-lane 25-meter swimming pool and full-sized sports hall and in July 2019 the Pre-Prep was completely refurbished and extended. Over the last five years, considerable investment has also been made in digital learning with all pupils in Years 3 to 8 having access to 1:1 iPads, which are used extensively as part of our innovative and creative curriculum. Most recently we have begun the refurbishment of our large, dedicated theatre, the renovation of the music school to form a performing arts hub at the centre of the school and the establishment of a self-contained languages centre. Our whole school development plan 2021-2024 details many more exciting and innovative plans for the future. In November 2021, we underwent a routine ISI RCI (compliance) inspection and the school was found to be fully compliant in all areas.

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Windlesham community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for preparatory education in the 21st century. Attitude and approach are just as important as qualifications and experience. If you have any questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position.

Good Luck!

Headmaster Ben Evans

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# Introduction

Windlesham House School is one of the country's leading independent prep schools, set in a beautiful 68 acre country estate on the South Downs. The oldest prep school in the country (Est. 1837), Windlesham has always led the way in embracing the new. We were also the first prep school to go co-educational, in 1967, and our long-held policy of a dress code rather than school uniform helps children feel relaxed in their surroundings and the grounds. Our boarding tradition continues and day children also benefit from the extra advantages and experiences this provides. We are also flexible about boarding options, to meet the needs of modern parents. Innovation is in our DNA and we are constantly reviewing what we do and looking to the future to ensure we provide the best possible prep school education and experience for our children and their families. As a school we have excellent facilities and equally excellent staff which go hand in hand on delivering the utmost for the children at Windlesham.



Gems Activity Club provides after-school care until 6pm in a fun, nurturing environment. The children engage in several activities including ballet, football and swimming or alternatively they busy themselves in arts, crafts and structured play. We are seeking an experienced individual to facilitate and lead our after-school care program.

## Responsibilities

### Day to day duties:

- Lead the team of activity club staff with vision and enthusiasm, showing a commitment to our aim of providing outstanding wrap around care.
  - Work as part of a team to ensure the environment is creative, inviting, organised and safe.
  - Plan, prepare and deliver a range of activities to effectively engage the children in addition to their paid activities.
  - Engage with the children, support their play and ensure their wellbeing and safety whilst at Gems Activity Club.
  - Help change children for activities and help them to organise their belongings.
  - Liaise with class teachers regarding the children attending Gems Activity Club.
  - Take children to and from activities and liaise with activity takers.
  - To organise staff, staff rotas and job allocations each day.
  - Correspond with parents regarding accidents and incidents.
  - To liaise with the Pre-Prep Phase Lead at the start and end of each day.
  - Any other duties as required by Pre-Prep Phase Lead.
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### Additional Duties:

- Attend Staff Training Inset Days including all safeguarding training (approximately 5 days per year).
  - Be available to tidy and sort resources after the end and before the beginning of terms.
  - Attend relevant courses to enhance professional development.
  - Familiarise self with all aspects of Health & Safety with the school.
  - To ensure that the facilities are maintained, risk assessments are kept up to date and concerns raised with Pre-Prep Phase Lead.
  - Liaise with housekeeping for the cleaning of the spaces used by Gems Activity Club.
  - To organise the fees daily, keeping records of children's attendance and time in Gems Activity Club.
  - Creating and maintaining sign-out sheets for the safe dismissal of children.
  - Familiarise self with School policies.
  - To organise and create the activity timetables and schedules for each term.
  - To liaise with the head of co-curricular provision regarding activities and staff.
  - To liaise with parents about upcoming activities and day to day concerns.
  - To order resources for the start of each term.
  - Working with the Holiday Camp team, assist in the planning and facilitating of activities for the pre-prep children attending camps.
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### Essential competencies:

- Level 3 NVQ in Child Care recognised by EYFS statutory requirements.
- Warm, friendly personality with good communication skills
- Paediatric First Aid Training (can be completed upon appointment)
- Level 2 Food Safety and Hygiene (can be complete upon appointment)
- Ability to work on own initiative in a very busy environment
- 'Can do attitude'. Inclusive approach

### Hours of Work

After-School Club: Monday to Friday 3:15 pm to 6:15 pm, plus 2 hours a week for paperwork allocation time, during Term time.

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## Information for Candidates

Your application should include a covering letter summarising your suitability for the role with close reference to the job description. Please also include a fully completed application form which includes the names and addresses of two professional referees. The application form should be addressed to Ben Evans, Headmaster [HR@windlesham.com](mailto:HR@windlesham.com). Applicants will be contacted for an interview if they have been successful in the short-listing process.

In accordance with the Children Act 1989, any appointment to the Windlesham House School staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidates' suitability to working in a post involving children.



## Safeguarding & Equal Opportunities

*The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Applicants must be willing to undergo appropriate child protection screening, including checks with past employer and the Disclosure and Barring Service.*

*We are an equal opportunities employer. We do not discriminate against employees or job applicants on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation and select the best person for each job based on relevant skills and experience.*

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