



PUTNEY
HIGH SCHOOL

Brief for the position of
Break and Lunchtime Assistant
Putney High School, GDST



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Putney High School

With a focus on outstanding teaching and learning, wellbeing and opportunity, Putney High School is consistently recognised as one of the top schools in London and the UK. Having been graded as 'Exceptional' for pupil achievement and 'Excellent' in all categories after the most recent ISI inspection (the full report can be found [here](#)), the school continues to invest in its future, to ensure that the education Putney offers is not only the best it can be, but truly forward thinking.

Putney High School is a spirited, ambitious and innovative environment, and our students leave not only with a top set of results, but with the confidence and resourcefulness to make their mark in whatever they choose to pursue. Putney is energetic, fun, supportive and above all, down-to-earth. Girls develop real-world skills like oracy and entrepreneurship along with the kind of creative, quick-thinking and human touch that will give them the edge in a modern world.

Overall, we are:

A spirited and vibrant school
Inquisitive, intellectually curious and love learning
Ambitious, bold and striving for excellence
Innovative and open minded
A collaborative and democratic community
Which acts with integrity, kindness and a sense of moral purpose
Down to earth

Proud of its 126 year history, the school is forward thinking in its approach and is always investing in the future. A new Science, Music, Drama and Debating Centre is scheduled to open in winter 2020, a building that connects STEM subjects with the Arts. The centre has been made possible, in part, thanks to the generosity of the school's community which has also supported the creation of a state-of-the-art Sixth Form Centre and Performing Arts Centre.

Putney High School is part of the Girls' Day School Trust, a charitable trust and leading group of independent girls' schools, with over 4000 staff and 20,000 students in 23 schools and 2 academies. As part of the GDST network, schools benefit from central fees collection, as well as HR, procurement, IT and legal advice. There is also a large central estates department supporting and advising schools on building projects and maintenance. Members of staff at all levels receive training, share best practice and participate in formal and informal networks across the schools.

Role

Break and Lunchtime Assistant

Required from September
Fixed term for 12 months in the first instance

Job purpose:

To supervise students during the break and lunchtime periods within the dining hall, outside areas and classrooms.

Grade:

GDST support staff salary Grade 1

Salary:

FTE = £19,950 - £20,289
Pro-rata = £9,006 - £9159

Hours:

20.5 hours per week

*10.30am - 2.30pm Monday, Tuesday,
Thursday and Friday*

10.30am - 3.00pm Wednesday

Term Time Only



Accountabilities

- ◆ Supervising students at break and lunchtimes
- ◆ Encouraging children to eat healthily
- ◆ Overseeing students in the dining hall, outside areas and classrooms
- ◆ Controlling queues to dining areas
- ◆ Cleaning up spillages quickly
- ◆ To assist pupils where necessary
- ◆ To ensure acceptable standards of behaviour are maintained

All Staff are expected to:

- Work towards and support and support the school vision and the current school objectives outlined in the School Development Plan
- Contribute to the school's programme of extra-curricular activities
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work with the GDST's Diversity policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to policies as set out in the GDST Council Regulations, notes, of Guidance and GDST circulars
- Undertake other reasonable duties related to the job purpose required from time to time

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



Person Specification

Essentials:

- Relate well to children and staff
- Be responsible
- Be assertive
- Respond calmly and quickly to developing situations
- Have experience of dealing with children
- Be organised and able to keep simple records
- Work well in a team setting
- Be flexible and use initiative
- Have a good sense of humour



How to apply

Application

Please apply sending a covering letter addressed to Mrs Suzie Longstaff, Headteacher of Putney High School, and completed application form to recruitment@put.gdst.net. CVs are not accepted without a fully completed application form.

The closing date is : **Monday 26th August 2019**

Interviews will take place: **Tuesday 3rd September 2019**

Candidates who are invited to interview will be required to bring an original identification document (e.g. passport) and if applicable proof of eligibility to work/reside in the UK as well as documents confirming educational and professional qualifications. A confirmation of your address within the last three months is also required.

Putney High School and the GDST are 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 Disclosure and Barring Service.

Additional information

Any candidate wishing to seek additional information should contact:
Helen Batchelor, HR Manager
Email: recruitment@put.gdst.net
Tel: 020 8788 4886



PUTNEY HIGH SCHOOL



Key:

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|--|--|
| 1 Science Department | 8 Sports Hall |
| 2 Dining Hall/Main Hall | 9 Classics, Sports Hall,
Viewing Gallery,
FOPHS Fitness Centre |
| 3 Cromwell:
Headmistress' Office,
Main Reception | 10 Lockley:
Resistant Materials,
Drama Studio,
Language Lab, ICT suites |
| 4 Senior Library | 11 Galbraith:
English, Geography, Maths,
Modern Foreign Languages |
| 5 Sixth Form Centre | 12 Junior School |
| 6 Long Corridor:
History, RS & Textiles | |
| 7 Homefield:
Art and Music | |



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www.putneyhigh.gdst.net