



WIMBLEDON COMMON PREPARATORY SCHOOL

113 RIDGWAY WIMBLEDON LONDON SW19 4TA

PLAYGROUND ASSISTANT

The School

Wimbledon Common Prep School (WCPS) is a pre-preparatory school for 168 boys aged 4-7 years. We provide a well-structured education that aims to instil a love of learning in a friendly, welcoming and attractive environment.

The School was founded in 1919 as a preparatory school for King's College School (KCS) and other public schools. The premises were originally in Wimbledon High Street but in 1957 the then owner acquired the current building on the Ridgway, opposite King's, where the school is now situated in a lovely building with a large playground area surrounded by trees near Wimbledon Village and the Common. The School remained in the hands of the Turner family until June 2006 when it was purchased by King's. WCPS has an excellent reputation and feeds pupils through to King's and many other respected schools.

The Post

We are looking to appoint a playground assistant to help oversee the safety and supervision of pupils in the playground.

Duties include but are not limited to:

- To help with the safety and supervision of pupils in the playground
- To look after and deal with any incidents in the playground
- To record behavioural concerns in accordance with our positive behaviour ethos
- To report any unsafe playground conditions and equipment
- To administer first aid for minor injuries from the first aid kit, which is to be worn (as a bum bag) at all times
- To take any serious injuries to first aider, eg, Head injuries, cuts, eye injuries and anything else of concern.
- Write up all injuries in the accident book
- Report to class teacher if parents need to be informed of the injury
- Report to first aider if stocks of first aid materials run low
- Clean and change children who have had accidents including soiling
- Help children to put away apparatus making sure the playground is returned to a tidy state
- To have a positive attitude and engage with the boys during their break times.
- Read all relevant policies and enforce the WCPS golden rules
- Committed to professional development and show a willingness to undertake appropriate training for this role
- Understanding of safeguarding responsibilities and the need to work within the school's Safeguarding policy
- Ability to work part of a team as well as on own initiative
- Ability to foster good working relationships with staff and pupils at all levels
- To carry out any such duties as may be reasonably requested by the head teacher

Terms & Conditions

- From January 2020
- Hours of work: Monday to Friday, 12pm – 2.35pm
- 12.5 hours per week – during term-time only
- Salary: circa £5,400
- Pro rata holiday, based on the full-time equivalent holiday allowance being 25 working days per year plus statutory English Bank Holidays (only to be taken during school holidays)

Applications

A completed application form, with full CV and covering letter in support of your application should be sent preferably by email to recruitment@kcs.org.uk or by post (marked 'WCPS Application' in the top left hand corner) to:

Ms Samantha Anderson
Human Resources Advisor
King's College School
Southside
Wimbledon Common
London
SW19 4TT

Closing date: **Wednesday 30th September 2020 @ 9am**

Interviews to be held on: **Week commencing 5th October 2020**

Early applications will be welcome - the interview process may be staged and some interviews held in advance of the closing date if there is large number of applicants for the role.

PLEASE NOTE: *Wimbledon Common Prep is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of an enhanced CRB disclosure, satisfactory references, medical clearance and proof of legal right to work in the UK.*