



**Playground Assistant**  
**Information for prospective staff**



## 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 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 1st November 2024
- Hours of work: Monday to Friday, 12pm – 2.35pm
- 12.5 hours per week – during term-time only
- Salary: circa £6,487 per annum
- 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)



## APPLICATION PROCESS

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](mailto: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

Please note: incomplete applications (without all three requested documents being submitted) will not be accepted.

**Closing date: Tuesday 24th September 2024 at 12 noon**

**Interviews to be held on Thursday 26th September 2024**

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

**The school reserves the right to appoint at any stage in the process.**

**PLEASE NOTE:**

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

*Wimbledon Common Prep School 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 DBS disclosure, satisfactory references, medical clearance and proof of legal right to work in the UK.*



## THE SCHOOL

Wimbledon Common Prep School (WCPS) is a pre-preparatory school for 175 boys aged 4-7 years. We provide a well-structured education that aims to instill 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.



## INCLUSION AT WCPS

As part of King's, we are committed to creating an inclusive culture where every member of our community has the right to be known and respected as their authentic self, regardless of race, ethnicity, religion, gender, sexual orientation or disability. This inclusive approach will be genuinely upheld if day by day each of us helps to create a compassionate and supportive environment, one in which each individual feels valued, able to be themselves and are free from any form of intimidation. We do not accept any form of discrimination and will demonstrate this in our behaviours, in the way that we view and treat others and the way that we challenge inequality and discrimination as active and supportive bystanders and allies.

We recognise that discrimination, inequality and exclusion are an issue at all levels in society, and that all institutions must proactively strive to address these issues. To do this, all members of our community recognise that we are responsible for our words and actions. We understand that we are all on a journey and will learn from our mistakes. If conversations are uncomfortable, we will enter them with kindness and an open mind. We celebrate diversity and seek to learn from experiences and perspectives which are not our own. We call out behaviour which is unkind, discriminatory or disrespectful. We understand that all forms of

behaviour, whether in person, at school, or in the virtual world, should be compassionate and rooted in kindness, civility and respect. We appreciate that each member of our community has different circumstances and we endeavour to allocate the resources and opportunities needed to help everyone to thrive and feel a strong sense of belonging.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

*King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.*

Wimbledon Common Prep School  
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SW19 4TA  
Tel 020 8946 1001  
[www.wcps.org.uk](http://www.wcps.org.uk)