



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

IAPS co-educational day school, 3 - 11

Appointment of

Gap Student

from September 2017

Reigate St Mary's is an independent day school for approximately 300 boys and girls aged from 3 years to 11 years. It was formed in 1950 by the merger of the preparatory department of Reigate Grammar School and the choristers of St Mary's Church. In 2003, the school returned to its former status as the nursery and junior department of Reigate Grammar School.

The school is set in 15 acres of beautiful parkland and sports fields in the centre of Reigate, a pleasant market town in Surrey. Proximity to Gatwick airport, the M25 and rail links to London make this a popular area for parents with young families. Families are able to take advantage of a coach service provided by Reigate Grammar School, enabling children from a wide geographical area to attend the school.

Reigate St Mary's is one of a small number of schools with a traditional choir of boys and lay clerks led by a full time Master of Choristers. The Godfrey Searle Choir sings regularly in school and church services, and performs in concerts throughout the UK and Europe, with music from the 15th to the 21st centuries and texts in several languages. Recent events have included services at Chichester Cathedral, Lambeth Palace and a number of professional recordings for Disney and Hollywood. The Godfrey Searle Choir Trust offers a choral scholarship which can be subsequently transferred to Reigate Grammar School.

The staff comprises a Headmaster, Deputy Head (Pastoral), Deputy Head (Co-Curricular), RSM Bursar, Director of Studies, Head of Early Years, Key Stage 1 Coordinator, and approximately thirty other teaching staff, assisted by a number of teaching assistants and also support staff. Financial and other services are provided by the Bursar of Reigate Grammar School.

The majority of pupils leave the school at age eleven and transfer to Reigate Grammar School, following an entrance examination. However, a small number each year move on to other senior schools which have included Caterham, Box Hill School, Hurstpierpoint College, Worth School and Ardingly College.

The school is non-denominational, but is based on Christian values and all pupils in the Upper School attend church services twice each week. Music, sport and drama play an important part in the life of the school.

Reigate St. Mary's was inspected in December 2015 and the judgements were excellent.

Gap Student at Reigate St. Mary's

1. General

Reigate St. Mary's Preparatory and Choir School (RSM) is the junior school of Reigate Grammar School (RGS), a charity and a company limited by guarantee. The two schools are managed separately but are part of the same company under one Board of Governors.

The Governors delegate the day-to-day running of the schools to the two Headmasters and the Bursar. The Headmaster of RGS also acts as Chief Executive of the whole school and the Bursar acts as both Clerk to the Governors and Company Secretary.

2. Governance and Management

The Head of RSM is given considerable autonomy in the day-to-day running of RSM, but reports to the Head of RGS and the Bursar regarding major changes of policy, financial matters, staff appointments and disciplinary matters, health and safety, and the maintenance of the school site. The Head meets regularly with the Head of RGS and the Bursar.

3. Job Description

The main responsibilities will include:

- Assist with the supervision of pupils before school, at break times, lunch times and after school
- Assist PE staff with the delivery of games and PE lessons and other sporting activities
- To support in some academic lessons, working with small groups and individuals under the direction of the teacher
- Supervision of pupils who travel by coach to and from the pick-up point
- To complete sports admin as directed by the PE staff and the Deputy Head Co-Curricular
- To assist with other tasks to aid the smooth running of the school
- To assist with the running of after school clubs and team training

4. The Person

The successful candidate will have, or be able to demonstrate, the majority of the following:

Qualities

- good communication skills
- efficiency and a sense of humour
- ability to work under pressure
- initiative to work on his/her own
- Good IT skills

Personal

- in sympathy with the school's Christian ethos;
- desire to set high standards for pupils in terms of behaviour and conduct

Above all, the successful candidate must care about the education of young people.

Although a day school, some activities happen in the evenings and at weekends, and the successful candidate will be expected to attend some of these events.

6. Applications

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are available on the school website) and send it with a supporting statement to the Human Resources Manager, Reigate Grammar School. The closing date is 27 January 2017.

Short-listed applicants will be invited for interview, where they will meet the Head of Games, Headmaster and other members of the management team during which time an information interview will be conducted.

7. Child Protection

Reigate Grammar School and Reigate St. Mary's are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All applicants should read the school's Child Protection policy, which is available on the Reigate Grammar School website (www.reigategrammar.org), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Enhanced disclosures from the Disclosure and Barring Services will be sought on all successful applicants. Full details are given on the application form.

Applications may be made by letter or by e-mail to the address below.

Human Resources Manager
Reigate Grammar School
Reigate Road
Reigate
RH2 0QS

Tel: 01737 222231
Fax: 01737 217005
e-mail: hr@reigategrammar.org

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of sex, race, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.