



**IPSWICH PREPARATORY SCHOOL**  
**GAP STUDENT (SPORTS ASSISTANT IN THE PREP SCHOOL)**  
**1 September 2025 – 3 July 2026**

We are looking for a dynamic and enthusiastic person to join our passionate Sports department. You will be committed to ensuring every child reaches their potential through your child-centred approach. You will be proactive in seeking self-development whilst also working effectively within a team.

### **THE SCHOOL**

Ipswich School is one of the foremost independent schools in East Anglia. It was established prior to 1399 and moved to its present site in 1852. It is a co-educational school with a day nursery, and around 1100 pupils aged between 3 months and 18 years, and operates a five-day week.

Ipswich School has offered places to girls as well as boys since 1993 and prides itself on being truly co-educational. The School comprises a Senior School with over 880 pupils aged from 11 to 18, and the Prep School, with some 200 pupils aged from 4 to 11. The Lodge Day Nursery provides the very best care for approximately 100 children aged from 3 months to 4 years.

### **OUR CORE VALUES**

The whole of Ipswich School and The Lodge Day Nursery work under the same **core values** and we expect all of our members of staff to uphold these values as follows:



#### **Care**

For each individual. For the community. For each other. For others.

#### **Passion**

For our subjects and activities. For the transforming power of education to realise potential.

#### **Potential**

Within each individual, our pupils, and our staff, to grow and excel in all that they do.

#### **Communication**

Clear, comprehensive, and timely.

## THE ROLE

In this role you will enrich the learning experience for pupils, particularly with Games and PE learning opportunities, and you will help with the day to day running of the School.

## MAIN DUTIES AND RESPONSIBILITIES (Sports Assistant)

You will undertake a range of duties throughout the Lower and Upper Prep School (and possibly some work in the Lodge Pre School Room), which may include (depending on the needs of the Prep School, and your skill set):

- Support Games and PE teaching in Pre School, Lower and Upper Prep
- Support swimming teaching from Reception to Year 6 children
- Lead teams of children in coaching sessions
- Assist teachers in the delivery of lessons
- Assist at fixtures, including the umpiring of matches
- Dealing with children who have been injured, ensuring that they receive appropriate care from a qualified first aider
- Support with the organisation and running of Sports Day in the Summer Term
- Accompany children on school trips, including residential trips
- Offer clubs within the co-curricular offering after school
- Help with playground supervision and teaching playground games
- Office/administration duties
- Help Teaching Assistants with their duties (e.g. backing boards for display, display work)
- Help to set up for Prep School events
- Help with House events during the school day, particularly inter-House Sports events
- Keep playtime equipment organised and tidy
- Breaktime and lunchtime duties
- Provide support for Late Stay or Mini Latestay on some days during the week (this operates between 3:30 and 6pm every day)

*Any other reasonable duties as requested by the Line Manager. These lists are not exhaustive and duties may be changed or added to as determined from time to time.*

## DESIRED REQUIREMENTS

- Specialism in one of our core sports (Hockey, Rugby, Netball or Cricket)
- Strong swimmer and has an interest in helping with swimming teaching
- First Aid qualification, or be prepared to obtain one

## WORKING RELATIONSHIPS AND ACCOUNTABILITY

You will be responsible to the Deputy Head of the Prep School, who in turn is responsible to the Head of Ipswich Prep School. You will work closely with pupils and teaching and support staff in the Lower and Upper Prep.

## PERSON SPECIFICATION

- Good team working and communication skills
- Ability to respect confidentiality and understand the importance of protecting data
- Resourceful and self-directed, able to show initiative
- Flexible in approach and willing to take on other duties as required
- Able to prioritise own workload and to differentiate between tasks that are important and those which are urgent
- Forward-thinking and proactive
- Ability to support the School's Safeguarding Children policies and procedures.

## HOURS OF WORK, SALARY AND BENEFITS

- This is a fixed term post for the 2025-26 academic year (subject to satisfactory completion of a probationary period lasting 3 months).
- The hours of work during Ipswich School term time will total 38 hours per week, to be worked over 5 days, and will be worked as follows:  
Mondays – Fridays, working hours between 8.45am – 6pm with a one hour break for lunch, (and a short additional break each day, to ensure weekly working hours do not exceed 38).
- If additional hours are worked, they can be claimed at the National Living Wage from 1 April 2025, which is dependent on your age. Additional hours must be authorised in advance by the Prep Head.
- Ipswich School term time includes two INSET days immediately prior to the start of the Michaelmas term each year (2 and 3 September 2025), and one in February each year (13 February 2026), making a total of 35 weeks per annum. Staff are expected to work their normal hours on INSET days to attend staff training and professional development activities.
- In addition, you will be expected to attend a New Staff Induction day on Monday 1 September 2025.
- The salary for this post will be £14,910 per annum (for the hours as detailed above, for an 18-20 year old) which is inclusive of statutory holiday pay. The salary will be paid in installments from September 2025 to July 2026 inclusive (a total of 11 months).
- Free lunch is provided in the School Dining Hall during term time when the kitchen is in operation.
- Staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations).
- After 3 months' service and/or in line with workplace pension legislation, you will be entitled to join a defined contribution pension scheme and you will receive x3 death in service cover.

## CLOSING DATE AND INTERVIEW ARRANGEMENTS

Please advise us of any special requirements you may have if you are called for an interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms should be returned **by noon on Friday 6th June 2025** to: the Director of HR, Ipswich School, 25 Henley Road, Ipswich IP1 3SG or email: [hr@ipswich.school](mailto:hr@ipswich.school). Candidates shortlisted for interview will be advised as soon as possible after the closing date and **interviews are likely to be held on Tuesday 17th June 2025. Should this date clash with any applicant's public examinations, please do note this in the application.**

**Candidates may be contacted or invited to interview prior to the closing date, and we may close this vacancy early if suitable candidates apply.** Therefore, we encourage you to apply as soon as possible.

If we have not been in touch with you by 13th June then we regret that your application will have been unsuccessful, but we would like to thank you for your interest.

## **PLEASE NOTE**

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School policy on the recruitment of ex-offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Child Protection and Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Designated Safeguarding Lead (the Senior Deputy Head [Pastoral] for Senior School pupils, the Prep Deputy Head for Prep pupils, and the Nursery Manager for nursery pupils).
- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a no smoking policy and employees are expected to comply with the statutory restriction on smoking in public places.

May 2025

