



## **Graduate Resident Assistant (GRA) – Preparatory School FTC September 2024 – July 2025**

Clifton College Preparatory is offering graduates the opportunity to work at a school with exceptional pastoral care, inspirational teaching, first-class inclusive sports, diverse co-curricular activities and an outstanding learning environment.

The Preparatory is looking to recruit four resident graduate assistants and two non-resident graduate assistants who will demonstrate enthusiasm and initiative when working with our young children. This position is ideally suited to candidates who are interested in a career in education, particularly in the primary age range whilst working in one of the top independent schools in the UK.

### **About Us**

Clifton College is a leading independent day and boarding school educating over 1,200 pupils aged 3 to 18. Founded in 1862, the College provides an all-round education, a rich heritage with modern state-of-the-art facilities. Located in the beautiful suburb of Clifton, we lead the way as one of the best independent schools in the country.

### **What you'll be doing**

- To assist Housemasters/mistresses with the day-to-day running of the Day and Boarding Houses. Such duties will include break time supervision, accompanying the children to and from lunch, after school and prep supervision and in the case of the Boarding Houses, morning, and evening and weekend duties on a rota basis.
- To assist staff in the Games and PE Departments with curriculum and co-curricular Physical Education, Swimming, and Games lessons, including the possibility of the coaching and supervision of School Teams, with a specialism in Rugby, Hockey, Cricket or Netball.
- Perform School Duties, including Playground and House Supervision. This is an important part of the post.
- Assist with the Saturday morning games and after school co-curricular activities programmes.
- Participate in Day Trips, Overnight Trips and on occasions Overseas Trips if required.
- Assist teaching staff in the classroom and the Library, as required.
- Cover staff absence as required.
- To support the Senior Management Team and Secretarial Staff with other tasks and duties as required.



## **Required Qualifications & experience**

### Essential

- A degree or equivalent sporting experience

## **Required Skills**

- A good level of sporting ability
- An ability to coach and lead a team sport – Rugby, Hockey, Cricket or Netball

## **What's in it for you**

£15,000 (approx.) for the duration of the fixed-term contract • Onsite accommodation • Term time working • Free Holiday Club • Free lunch • Onsite gym membership with swimming pool • Pension scheme & Life Assurance • Cycle to work scheme • Confidential counselling • Employee Assistance • Opportunities for career development Pop Up Bicycle Servicing • Wellbeing Week

## **How we Recruit and our commitment to Safeguarding**

Clifton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. That's why we apply robust selection principles to our recruitment, in line with Keeping Children Safe in Education (KCSIE).

If you're invited to interview, you'll be asked to complete an application form (but it's OK if you want to send us your CV too). Although not all the roles at Clifton College are pupil-facing, we treat all roles as regulated activity. This means we can be safe in the knowledge that we have applied the most stringent recruitment checks to safeguard our pupils.

Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.

If you join us, we will provide regular training on Safeguarding, Equality & Diversity and Health & Safety legislation to ensure that you maintain an up-to-date knowledge of these areas.





## **Equal Opportunities**

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups. Clifton College is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

## **How to apply**

In the first instance, send us your CV or a completed application form. If you submit your CV and you're invited to interview, we'll ask you to complete an application form at this stage, which is a key requirement of Safer Recruitment within Keeping Children Safe in Education (KCSIE)

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