



WREKIN

Boarding Assistant

Wrekin College is seeking a boarding assistant to help with the busy boarding life of the school. The candidate will be expected to play an important role in transporting pupils and helping to supervise their recreational activities. Some assistance with pupils' academic progress may also be available for the right candidate.

The boarding assistant's role is divided into three areas:

Driving

Our boarders often need regular transport to sporting and medical appointments and, occasionally, emergency transport. The candidate would be expected to be available for these where possible and regular travel would form part of the hours of the job. Emergency transport (e.g. taking a pupil to Accident and Emergency) would be occasional and it is recognised that this will not always be possible, but a willingness to be available is important. Sporting transport is often after 6pm and at weekends. It may also be possible to add some boarders' airport transfers to the role, if the candidate wished to do so. The ability to drive a (school) multiple person vehicle is essential, and a minibus (15 seater or above) is highly desirable for the role.

Assistance with weekend activities

The school runs a range of weekend activities and the candidate would be expected to help with some of these with plenty of advanced warning. Regular Saturday trips to Telford or Shrewsbury would also take place.

Assistance with academic work

During the daytime, the candidate may be called upon to assist with pupils in the classroom, either helping with work or invigilating, reading or scribing for exams and tests.

A willingness to be involved in the co-curricular and boarding aspects of the school, outside the commitments listed above would be an advantage, but is not compulsory.

Hours of work would be flexible but would centre around the regular driving commitments. Weekend commitments would be scheduled at least a term in advance and assistance with academic work would be shaped by the candidate's availability and skills.

Suggested hours:

Driving: 4 to 6 hours a week, although often between 7pm and 9pm for gymnasts. Beginnings and ends of school holidays would likely be much busier if airport runs were included.

Weekend activities: Saturdays: bus to and from Telford/Shrewsbury: 1 to 2 hours. Sundays, 3 to 5 hours on a rotation with other staff.

Academic work: would depend on availability and skills: could be fitted around driving commitments.

Accommodation:

On site accommodation would be possible, especially if the candidate were prepared to share, and may well be advantageous for the candidate, given the hours of the role.

Closing Date 12th April 2024

CVs will only be accepted as supporting documentation. Please go to our website www.wrekinoldhall.co.uk and download an application form.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, Further information from <http://www.wrekinoldhall.com>

All shortlisted candidates will be social media screened in accordance with the KCSiE guidance.

The successful applicant will be subject to a disclosure and barring list check and other child protection screening including previous checks with previous employers.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

We are an equal opportunities employer and welcome applications from all suitably qualified persons. Registered Charity No 52841

Job Type: Part-time

Salary: £12.00-£15.00 per hour

Expected hours: 15 – 30 per week