

School Support Assistant

Start date: January 2027

Welcome

LGS Stoneygate



LGS Stoneygate is a small, caring, and ambitious all-through school where every pupil is supported and challenged, both as part of a community and as an individual. We combine modern approaches with traditional educational values to create an environment where pupils can grow, flourish, and become future-ready adults who aspire to achieve beyond their expectations.

As proud members of the Leicester Grammar School Trust, we share a commitment to excellence, strong values, and educational innovation across all schools within the Trust.

Set within beautiful surroundings, we are dedicated to providing a first-class education that inspires a passion for learning, nurtures independent and critical thinking, and fosters an appreciation for academic rigour combined with personal development.

Alongside our outstanding academic curriculum, LGS Stoneygate offers exceptional pastoral care. Small class sizes and dedicated teachers ensure that every pupil receives the attention and support they need to thrive.

Our vibrant school community values individuality while encouraging collaboration. Pupils play their part in successful sports teams, perform in orchestras, and take centre stage in drama production hence experiencing the richness of school life in all its forms.

Mrs Christina McCullough
Head, LGS Stoneygate

The role: School Support Assistant

We are seeking a reliable, flexible, and proactive School Support Assistant to join our school team.

This role will be working 4 days a week from 10:45am - 5:30pm (25 hours per week), term-time plus 5 additional days. This academic year the working days will be Tuesday - Friday, however this will change annually. The annual salary for the role is £15,180.

The role will support the smooth running of the school and involves working across classrooms and our after-school provision.

The successful candidate will provide general assistance within the school, including supervising classes during teacher absences, supporting classroom activities, assisting with basic administrative tasks such as photocopying, and helping to maintain a safe, positive, and supportive learning environment. The role also includes daily supervision of students during after-school care.

As this is a varied position, the postholder will be required to respond to last-minute changes within the school day; no two days will look the same, and the ability to work proactively and support all areas of school life is essential.

This role would suit someone who enjoys working with children, is adaptable, and is happy to contribute wherever needed to support the wider school community. The successful candidate will be required to complete Paediatric First Aid Training and a Food Hygiene Certificate, if they do not already hold these.

Closing Date:
Monday 30 November, 9:00am

Interview Date:
Friday 4 December



The role: School Support Assistant

Job Description

- Supervise classes during teacher absences, following set work and school policies
- Provide general support across the school to assist teaching and support staff
- Assist teachers with preparation of learning materials
- Carry out photocopying, printing, and basic administrative tasks
- Help organise resources and maintain tidy and safe learning spaces
- Assist individuals or small groups when directed by teaching staff
- Assist with supervision during lunchtimes, and school activities as required
- Support the supervision and care of students during daily after-school sessions until 5:30pm
- Ensure a safe, inclusive, and engaging environment
- Undertake other reasonable duties as required to support school operations
- Exam invigilation as required (training will be provided)
- Facilitation of exam access arrangements as required (training will be provided)
- Supervision of pupils on trips as required

Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Leicester Grammar School Trust in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.

Person Specification

Essential qualifications and experience:

- Minimum of grade 4/C in English and Maths (or equivalent qualifications)
- Ability to manage groups of students calmly and confidently
- Good communication and interpersonal skills
- Flexible, reliable, and able to adapt to changing daily needs
- Basic administrative or office skills

Desirable qualifications and experience:

- First aid certificate
- Food Hygiene Certificate
- Experience working with children or young people
- Competent typing skill

Personal Qualities

- Have an enthusiasm for your subject specialism
- Willingness to work flexibly according to the fluctuating demands of the role
- Model and promote good manners and an understanding of the needs of pupils of all abilities
- Ability to work as part of a team and collaboratively across the school
- Excellent interpersonal skills

Your Benefits

Competitive salary and generous teacher pension options with TPS or Aviva APTIS



Free lunches during term time plus free tea and coffee and hot chocolate



Beautiful walking trails around the school's extensive site



Discount on school fees



Access to Employee Assistance Programme via Life and Progress, offering telephone counselling, financial and legal advice, plus face to face counselling



Medicash Health Care



On site gym and swimming pool available for colleague use at LGS



Cycle to Work Scheme



Reduced rate Benenden Health subscription with no waiting periods; access to 24 hour GP and prescription service



Free car parking on-site



Free wrap-around care for your children



Use of the school's extensive library facilities at LGS



The School

Situated in forty acres of beautiful grounds in Great Glen. LGS Stoneygate embodies many of the best long-established characteristics of a prep school, namely, good academic standards combined with the opportunity to take part in a wide range of artistic, musical, sporting and cultural activities.

Academic teaching goes beyond the National Curriculum. The school encourages all children to reach their potential and to experience a wide range of educational opportunity. Academic progress is only part of the picture, however, and children are encouraged to develop their social skills in a caring and friendly environment.

Each individual member of the school community, whether child or adult, is valued. Above all, there is plenty of laughter, enjoyment and happiness in the school along with a collective sense of purpose and confidence.

Aims:

The Leicester Grammar School Trust seeks to be an inspiring centre for co-educational excellence in academic and personal development, within a Christian ethos.

In order to fulfil this mission, LGS Stoneygate aims to:

- Inspire intellectual curiosity and creativity
- Provide a broad, balanced and stimulating curriculum and co-curricular programme
- Enable pupils to achieve their academic and personal goals
- Nurture self-esteem, well-being, and kindness within and beyond the school community
- Equip our pupils as confident and proud global citizens who foster inclusion, collaboration and charity across cultures

LGS Stoneygate



School campus and facilities

Our beautiful older buildings stand alongside modern science labs, a food technology suite and inspiring art studio, which allows us to offer a unique educational experience where we seek to prepare our pupils for the modern world.

The school hosts vast sporting facilities including netball courts, astro turf, orienteering course and a state of the art sports hall. We also share Trust facilities, including a 25 meter swimming pool and modern fitness suite.







Equal Opportunities

Leicester Grammar School Trust is an equal opportunities employer and is committed to equality of opportunity for all staff. The Trust takes very seriously its duty to safeguard children, to remove discrimination, to advance equality of opportunity and to foster positive and caring relationships, by integrating safety and equality into each school's core priorities and functions.

We welcome applications from all sectors of the community as we aspire to attract staff who reflect the social and cultural diversity of our pupils. We consider the most important factors to be the right skills, abilities and aptitude for the job which will ultimately improve the education and well-being of our pupils. We also encourage applications from staff at all stages of their career, and regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships.

Applicants must have the right to work in the UK.

Safeguarding

Leicester Grammar School Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Applicants must undergo safer recruitment checks, including checks with past employers, online searches and the Disclosure and Barring Service (DBS). This role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children.

If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.





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