



# Gap Assistants

Full Time, Fixed Term

## Job Description



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We seek to appoint four Gap Assistants with the placement commencing at the beginning of January 2027 and finishing mid-December. The role of the Gap Assistant is to provide support to the day-to-day running of the St Catherine's Senior and Prep schools across various departments.



## About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrates 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 820 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 600 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).

## Why join us?

This is an exciting time to join our school as we continue to modernise and evolve. As a Gap Assistant, you will provide essential support to ensure the smooth day-to-day running of the school. Your contribution will help create a safe, welcoming, and well-maintained environment for pupils, staff, and visitors, playing an important part in the success of our community.



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## The role of Gap Assistants may include:

- Covering a variety of duties which require the supervision of pupils both in the Senior and Prep School
- Assisting in lessons, mainly Art and PE but not exclusively
- Supervising cover lessons in the Senior School – work will be set by the class teacher
- Organising, or assisting with, boarding house activities
- Assisting in the school offices
- Assisting in the school shop/ café
- Administrative support for boarding staff
- Assisting on school day trips and or residential trips over a number of days, for both Senior and Prep School
- Assisting in the school libraries with administration and stock control
- Assisting with school functions such as plays/productions, Harvest/Carol services etc.
- Lifeguarding for swimming lessons – if qualified
- Swimming Assistant in lessons to include being in the water with beginners
- Sorting bedding for delivery to external laundry
- Supporting marketing events
- Other tasks as required, that the Senior Boarding Housemistress deems as necessary, and appropriate for a Gap Assistant to complete. Flexibility and a willingness to participate fully in the life of the School are essential.
- High standards are expected of staff as well as pupils, but in a lively and supportive atmosphere, where communications are excellent. Staff room facilities are good and the Boarding houses well resourced.



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## Practical Information about the Post

The direct line manager for Gap Assistants is Mrs Helen Harkness, Senior Boarding Housemistress. Gap Assistants should speak with the Senior Boarding Housemistress if there are any concerns or issues regarding their role. Duties and tasks undertaken in the Prep School will be overseen by Mrs Denise Irons, Deputy Head - Staff.

Gap Assistants will receive an induction programme at the beginning of their first term. This incorporates training and information relating to their role in the School and Boarding Houses as well as important recruitment checks carried out by members of the HR Department. Within the induction programme confidentiality/pastoral issues, as well as Health and Safety matters will be addressed in line with school policies.

Gap Assistants are required to arrive prior to the start of each full term and stay 1 day after the student end of each term as published on the school website. At Half Term they may leave on the Friday evening and return on Sunday evening. Staff will be issued with working dates upon arrival and should not follow the dates given on the School website which are for pupils, not staff.

There will be an allocated period of free time each week and rest periods built into each day. The Gap Assistants work alternate weekends. On their duty weekend they will be assisting with the boarding weekend program. Dates when the Gap Assistants are needed at weekends will be given at the beginning of the year.

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## Remuneration

Please see your offer letter.

## Accommodation

Accommodation comprises a self-contained flat to be shared with 1 other Gap Assistant. The accommodation is available for the 11 month duration.

## Other Benefits

All meals are provided daily during term time and Gap Assistants have access to the School's leisure facilities – pool, fitness suite, tennis courts and squash courts – when these are not in use by the girls or external agencies.

Gap Assistants have access to school Wi-Fi.





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## Applications

Applicants should apply via Letz Live for these roles, which run with the calendar year from January.

Letz Live website: <https://letzlive.org/>

When you apply through Lets Live please state that you specifically want to work at St Catherine's School, Bramley.

We anticipate interviews will be held via Teams from the week commencing Monday 23<sup>rd</sup> February 2026, so please apply as soon as possible.

**Candidates must be aged 18 or over before 1<sup>st</sup> January 2027.**

Thank you for your interest in St Catherine's School

Emma Watson, Head  
February 2026



# St Catherine's School BRAMLEY

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