



## Gap Year Placements for January 2018

Our Gap Year placements are aimed at young people who are taking a year off between school and university. Each year we accept two male Gappers and six female Gappers Matrons on a 12-month placement beginning in January. Applicants must be 18 years old by the time they start their placement at Summer Fields.

Successful applicants will be confident swimmers and be willing to be part of a hardworking team. Male Gappers should be keen sportsmen who have experience ideally in any of the following main sports:- football, rugby or cricket. Gapper Matrons should have the ability to sew. Candidates applying for the Medical Centre Gapper role will have an interest in working in a medical environment and have some basic first aid skills. Gappers are required to act professionally and to be a role model to our pupils. Experience of working with children aged 8 – 13 years would be an advantage.

The qualities we are looking for in our Gappers are:

- maturity
- responsible and reliable
- empathy with children
- good communication skills
- pro-active and able to show initiative
- able to work independently without supervision
- prepared to learn and willing to take on responsibility
- organised
- common sense
- adaptable
- a keen sense of humour
- enthusiastic
- pride in their work and their appearance
- high standards
- an interest in children.

### Application Procedure

Due to the volume of enquiries we receive, we recruit our overseas Gap students through Letz Live/Tutors Worldwide. Please look on their website for full details of the application process: [www.letzlive.org/gap-year-programs](http://www.letzlive.org/gap-year-programs).

If you are selected for an interview for a position at Summer Fields we will require a fully completed Gapper Application Form. You will also be asked to send two supporting references confirming there are no reasons why you should not be responsible for the care of children. These references must be personally addressed to Mr David Faber, Headmaster and written on headed notepaper.



## **GAPPERS AT SUMMER FIELDS**

Summer Fields is one of the leading boarding and day preparatory schools in England. Situated in 70 acres of grounds just over a mile from Oxford city centre, the school offers an exceptional education for boys aged 8 to 13. There are excellent sporting facilities including squash, fives and tennis courts, indoor and outdoor swimming pools and a nine-hole golf course. The pupils spend the day in the main school and in the evening they return to one of the seven boarding lodges which are organised according to their age. The Lodges are run by Lodge Parents who are responsible for the welfare of the boys from the end of the school day until first thing in the morning.

Each year Summer Fields appoints a total of eight overseas Gappers who work from January to December. Gappers play an integral part in the community of Summer Fields and they have a special position as a link between pupils and staff. The essential qualities required of Gappers are maturity, reliability, adaptability, enthusiasm and a positive approach.

Gappers are given a wide variety of duties and responsibilities such as helping out in the classrooms, particularly in Music, Art, PE and swimming lessons. Gappers will undertake swimming pool supervision duties after receiving training as pool attendants. Male Gappers will assist with the coaching of sports on the games field and in the sports hall. They will also be tasked with the taking of various sporting teams. Gapper Matrons will be attached to one of the Lodges working closely with the Lodge Parents. Lodge duties include helping to look after the boys in the morning and at bedtime, and organising the boys' laundry and clothes. Gapper Matrons are also responsible repairing the boys' clothes when necessary. The Medical Centre Gapper assists the nursing staff in caring for the boys' medical requirements. It is important that Gappers have the maturity to remain motivated when far from home. The most successful Gappers are those who throw themselves wholeheartedly into the life of the school.

Gappers receive full board and accommodation during term time, together with a monthly salary. They are free during school holidays, exeats and half-terms, although they need to be in school for a few days before and after the end of each term to prepare for, and clear up after the boys. In special circumstances it is sometimes also possible, by arrangement, to stay in the accommodation for part of the holidays. However, the Gap year does provide a fantastic opportunity to use the holiday time as much as possible to travel around Britain and Europe.

Working at Summer Fields has proved for many Gappers an ideal year between school and university. Gappers have the opportunity to work with a small team of other international students of their own age in a close community of staff and pupils. They also have the chance to experience the city of Oxford which is famous the world over for its University and place in history.



## **JOB DESCRIPTION**

**Job Title:** Gapper Matron

**Reporting to:** Senior Matron, Lodgeparents and Master in Charge of Gappers

### **Main duties**

- To be on duty as required by the Gapper Matrons' rotas, including the three days prior to the start of a new term and two days immediately after the end of term. Any rota adjustments must be discussed with the Senior Matron and the Master in Charge of Gappers.
- To attend the start of term staff meeting and other meetings as requested.
- To support Lodge and School events taking place in the evenings and weekends as appropriate and in consultation with the Lodge Parents.
- To behave and dress in a professional manner at all times, upholding the good name and policies of the School.

### **Lodges**

- To work according to the Lodge routine, as directed by the Lodgeparents and to be fully involved in caring for the well-being and happiness of the boys.
- To be aware of all emergency procedures. To attend the termly fire practice and any First Aid training given in the school.
- To ensure that when going off duty all relevant information is communicated to the Lodgeparents.
- To deal with unpacking/packing at the beginning and end of terms, under the direction of the Lodgemother.
- To wake the boys, to check that they clean their teeth, brush their hair and they are dressed in the correct uniform and look smart before leaving for school punctually.
- To check the tidiness of the Lodge.
- To wash and sort the pants and socks daily and to put clean washing away.
- To prepare the Lodge for the return of the boys in the evening.
- To collect the Lodge book for Sister after supper and deliver it to the Lodgemother each evening. It should be returned to Sister first thing each morning and should contain accurate records of all medicines dispensed and report any medical concerns.
- To greet the boys on their return to Lodge each evening.
- To collect in laundry as per rota and to put away any laundry which has been returned during the day.
- To assist with baths and showers as directed by the Lodgeparents together with any other hygiene requirements e.g. head checks, nail cutting and shoe cleaning.
- To assist putting the boys to bed and to remain in Lodge until dismissed by Lodgeparents.
- To be on duty all evening together with the Lodgetaker on the Lodgeparents' night off.
- To be back in Lodge by midnight each evening. (Visitors must always have left by 11pm at the latest).

### **Changing Room**

- To supervise the 1<sup>st</sup> and 2<sup>nd</sup> year boys' changing before and after games according to the rota.
- To help with the collection of all games kit on a Monday afternoon.

### **Dining Room**

- To supervise a table of boys at meal times and to encourage good table manners and an awareness and consideration for others.
- To check that boys are eating adequate amounts of food and to be aware of problem eaters and those with special dietary needs.

### **Mending**

- To regularly check buttons, hooks and name tapes and repair/replace as necessary.

### **Gapper Days**

- Assist in the classrooms, listening to the boys read.
- To take on the responsibility of being a Life Guard after receiving formal training and to supervise voluntary swims.
- Supervise the boys at break time and Little Tea.

### **Hobson's**

#### **Duties when required:-**

- Escort boys to routine dental and doctors' appointments.
- Escort pupils with minor injuries to the A&E department of the John Radcliffe Hospital (JR)
- Ensure Sister is informed before a Doctor or any medical staff speak directly to the parents of a boy about his treatment. Sister will liaise with the parents.
- Return to school using ABC/Radio Taxis. Always book in the name of the pupil not your own. Report to Sister on return.

### **Health & Safety**

- Understand the typical health, hygiene, safety and security risks that exist, or may exist, in your areas of work. Know how to assess the risks associated with these hazards and how to minimise these risks. Report any accidents or near accidents quickly and accurately.
- To be aware of all emergency procedures. To attend the termly fire drill practice and any First Aid or Health and Safety training provided.

### **Child Protection**

- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the school's Safeguarding Policy.

This is not a definitive list and responsibilities and duties may well change as necessary to meet the changing needs of the school.



## **JOB DESCRIPTION**

**Job Title:** Hobson's Gapper Matron

**Reporting to:** Head Sister and Senior Matron (when matronal duties are required).

### **Main duties**

- To assist the nursing staff with the general running of the medical centre and the care of the boys in Hobson's.
- To work closely with the Head Sister.

### **Specific Duties**

#### **Hobson's**

- Assist with the care of any boys admitted or visiting Hobson's.
- Escort boys to dental, doctors' and other health related appointments.
- Escort pupils with minor injuries to the A&E department of the John Radcliffe Hospital when required.
- Assist with injured boys or minor illnesses under the supervision of the nurse on duty.
- Make health-related appointments for pupils and communicate closely with Lodge Parents and the school office about times, travel/escort arrangements, putting appointments on School Manager in advance.
- Communicate with Lodge Parents in advance about pupils attending GP clinics and contribute to the smooth running of GP surgeries.
- Assist nurse on duty during match cover – providing First Aid under the supervision of the nurse, liaising with nursing, paramedics and parents as directed.
- Deliver items to the Boarding Lodges.
- Assist with general administration and filing.
- Assist with health education initiatives and displays in Hobson's and help the Head/Senior Sister with development initiatives as required.
- Answer the phone and take messages.
- Liaise with the parents of boys admitted to Hobson's or who have received treatment.
- Take care of any housekeeping duties in Hobson's including laundry, tidying the dorms and kitchen, in accordance with principles of infection control.
- Assist with stock/equipment ordering and safe storage.
- Take and record temperatures liaising with the nurse on duty if any concerns.
- Ensure boys brush teeth and shower.
- Order and collect meals from the kitchen; serve meals, snacks and drinks to the boys in Hobson's.
- Complete a food order daily and liaise with the Food Office about the collection of items at mutually convenient times.
- Strip and change beds in accordance with principles of infection control.
- Unpack clean laundry and store in the linen cupboard. Tidy the linen cupboard when necessary.
- Support and encourage reading/prep/board games in Hobson's.

- Supervise TV times and rest sessions.
- Organise belongings for boys admitted to Hobson's and ensure clean pyjamas/clothing are returned to Lodges, liaising with Lodge staff.
- Prescriptions; – fax/deliver to the chemist and collect the prescription and stock items.

### **Occasional Duties**

- Assist the Senior Matron with matronal duties.
- Assist in the Boarding Lodges when required.

### **General**

- Understand and adhere to the strict confidentiality requirements of the department. Pupil and staff health information must not be shared with others or discussed outside of the department.
- Maintain high standards of personal hygiene and infection control within Hobson's to minimise the risk of spread of infection both within Hobson's and around the school.
- Maintain high standards of professional appearance and manner when caring for sick pupils and dealing with their parents.
- Be on duty as required by the Hobson's rota, including the three days prior to the start of a new term and two days immediately after the end of term as required by the Head Sister.
- Attend the start of term staff meeting and other meetings as requested e.g. departmental and weekly Gapper meetings.
- Support school events taking place in the evenings and weekends as required.
- Behave and dress in a professional manner at all times, upholding the good name and policies of the school.
- Return to staff accommodation by midnight each evening. (Visitors must always have left by 11pm at the latest).

### **Health & Safety**

- Understand the typical health, hygiene, safety and security risks that exist, or may exist, within the department. Know how to assess the risks associated with these hazards and how to minimise these risks. Report any accidents or near accidents quickly and accurately.
- Be aware of all emergency procedures.
- Attend the termly fire drills and any First Aid training given in the school.

### **Child Protection**

- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the school's Safeguarding Policy.

This is not a definitive list and responsibilities and duties may well change as necessary to meet the changing needs of the school.



## **JOB DESCRIPTION**

**Job Title:** Gapper

**Reporting to:** Master in Charge of Gappers and Senior Matron.

### **Main duties**

- To be on duty as required by the Gappers' rota, including the three days prior to the start of a new term and two days immediately after the end of term. Any rota adjustments must be discussed with the Master in Charge of Gappers and the Senior Matron.
- To attend the start of term staff meeting and other meetings as requested.
- To support School events which take place in the evenings and weekends as appropriate and in consultation with the Master in Charge of Gappers and the Senior Matron.
- To behave and dress in a professional manner at all times, upholding the good name and policies of the School.

### **Lodges**

- To assist parents with the suitcases at the beginning and end of terms, under the direction of the Lodgemother.
- To collect in laundry as per the rota on Sundays.
- To assist in a Lodge as directed by the Lodgeparents.

### **Day Time**

- Cover in the classrooms, helping with all sports, listening to the boys read.
- Supervise the boys at break times, Little Tea and music practice.
- To take on the responsibility of being a Life Guard after receiving formal training and to supervise voluntary swims.
- To take on the responsibility of overseeing the sports put on in the evening for the boys in the sports hall.

### **Health & Safety**

- Understand the typical health, hygiene, safety and security risks that exist, or may exist, in your areas of work. Know how to assess the risks associated with these hazards and how to minimise these risks. Report any accidents or near accidents quickly and accurately.
- To be aware of all emergency procedures. To attend the termly fire drill practice and any First Aid or Health and Safety training provided.
- Visitors must always have left your accommodation by 11pm at the latest.

### **Child Protection**

- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the School's Safeguarding Policy.

This is not a definitive list and responsibilities and duties may well change as necessary to meet the changing needs of the school.