

# ST GABRIEL'S

NEWBURY



**CANDIDATE INFORMATION PACK**  
**AFTER SCHOOL CLUB SUPERVISOR - LEVEL 3 QUALIFIED**



## A welcome from the Principal

Thank you for the interest you have shown in joining St Gabriel's. I am delighted that you are considering becoming part of our community.

At St Gabriel's, we believe that every member of staff plays a pivotal role in shaping the educational journey of our pupils. Whether in the classroom, behind the scenes, or in pastoral care, your contribution helps us deliver an exceptional learning experience and create a lifelong love of learning.

St Gabriel's is a welcoming and supportive school where staff work together with a shared purpose: to help every pupil flourish. Whatever your role, you'll be part of a dedicated team that contributes to the life and success of our school.



RICKI SMITH



# About St Gabriels

Founded in 1929, St Gabriel's is a vibrant and thriving co-educational independent day school for children from 6 months to 18 years. With a strong sense of community, our pupils, teaching staff, operational teams and nursery staff together create a warm and purposeful environment where every individual is known and valued.

## Our Mission

To provide an education that is both balanced in its approach and inspirational in its content, within a community built on mutual respect and collaboration. We aim to create an environment where pupils are confident, engaged and happy.

We are proud to be a school where the strength of personal relationships is at the heart of everything we do. Our size enables us to focus on each individual — a school where every pupil is noticed for all the right reasons, and where a genuine sense of community flourishes. From this foundation, we work in partnership with families to help every child achieve the success they deserve.

**St Gabriel's: a school founded on community, inspiration, understanding and balance.**

Located on the edge of Newbury, the school sits within historic parkland landscaped by Capability Brown. At its heart stands an 18th-century, Grade I listed building, complemented by extensive modern development in recent years.

Providing an exceptional educational experience for families in and around Newbury has always been our focus. Over the past decade, we have successfully established St Gabriel's Nursery and extended our co-educational provision throughout the whole school, from Juniors to Sixth Form, ensuring that every stage of a child's journey benefits from the same ethos and excellence.

# Our History



**12th Century:** Sandleford Priory founded for the Austin Canons by Count Geoffrey de Perche and his wife, Matilda, niece of King Richard I

**1929:** St Gabriel's was founded in Mill Hill, London

**1938:** From September to December the school evacuated to Wantage, utilising facilities at the former St Katharine's School site

**1939:** The school (80 pupils and staff) evacuated to West Ogwell Manor in Devon

**1943:** St Gabriel's relocated to Ormonde House, Newbury in January 1943. A house on Donnington Square was also used to accommodate the growing school community

**1946:** To accommodate growing numbers following the war the Junior School moved to Falkland Lodge, Wash Common, Newbury and was known as Falkland St Gabriel's

**1948:** The Community of the Companions of Jesus the Good Shepherd (CJGS), an order of Anglican nuns, bought Sandleford Priory and moved the school to its current site

**1974:** A Board of Governors became responsible for the school after the Sisters left

**1983:** The Junior School, Falkland St Gabriel's, previously sited at Wash Common moved to Sandleford Priory

**1984:** Science Block built

**2002:** Opening of the Sports Hall

**1989:** Dining Room and Technology building opened

**2011:** Opening of the North Block (MFL & Technology Rooms)

**2012:** Dance Studio opened

**2014:** The Junior School became fully co-educational; The nursery opened its doors to children from the age of six months

**2017:** Opening of Sandleford Farmhouse as the new Sixth Form Centre

**2019:** 90th Birthday and restoration of Oval Room and Library

**2022:** Start of the Senior School's co-educational journey with boys welcomed in to Year 7

**2024:** Year 9 and Year 12 co-educational entry points

**2026:** St Gabriel's becomes a fully co-educational nursery, junior and senior school

# The Position

## AFTER SCHOOL CLUB SUPERVISOR - JUNIOR SCHOOL

**Contract Type:** Permanent

**Salary:** Competitive

**Working Pattern:** Term Time Only

**Reporting to:** Deputy Head of Juniors

**Hours:** 15.45 - 18.30, Monday to Friday

**Location:** St Gabriel's School, Newbury, RG20 9BD

### JOB PURPOSE AND OVERVIEW

We are seeking an enthusiastic, organised, and nurturing professional to join our Junior School After School Club Team, working with our Reception, Year 1 and Year 2 pupils. This is a fantastic opportunity for someone who enjoys building positive relationships with younger pupils, brings strong administrative and organisational skills, and is passionate about creating an engaging, supportive, and caring end-of-day environment.

As a Level 3 qualified practitioner, you will help to create a warm, stimulating, and secure atmosphere for our youngest children. You will take responsibility for the smooth daily running of the club, ensuring the highest standards of care, safety, and organisation. Through thoughtful interactions you will encourage pupils' independence, confidence, helping them to feel happy, settled, and supported at the end of each school day.

### MAIN DUTIES AND RESPONSIBILITIES

- Supervise and support pupils during after school homework sessions
- Ensure a safe, inclusive, and nurturing environment at all times
- Maintain accurate registers, records, and administrative tasks
- Promote positive behaviour and ensure pupil wellbeing
- Communicate effectively with pupils and staff

### WHAT WE'RE LOOKING FOR

- Level 3 qualification in childcare or equivalent
- Warm, approachable, and confident in leading groups of younger pupils
- Ability to work collaboratively with staff and maintain clear communication
- Committed to safeguarding and promoting pupil wellbeing

# Employee Benefits



## LOCATION

Well connected, within easy reach of A34, M4 & A339



## EMPLOYEE ASSISTANCE

Access to confidential advice & support



## CONCESSION DAYS

Concession days throughout the year, including Dame Betty Day



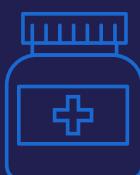
## FEES REMISSION

Generous Discounted Fees



## PENSION

Enrolment in outstanding pension scheme and options to upgrade



## FLU VACCINATIONS

Annual on-site free vaccinations



## FREE EYE TESTS

Annual free eye-test & contribution towards glasses for regular VDU users



## FREE REFRESHMENTS

Daily nutritious & delicious snacks



## CLUB DISCOUNTS

Ultimate Activity Holiday Club discounts for children



## COMMUNITY & SOCIAL

Regular social events for staff



## PERKBOX

Access to Perkbox Discount scheme



## CPD

Opportunities for Professional Development



## HEALTH & WELLBEING

Range of health benefits incl. 24/7 online GP and Nurse Practitioner Support



## TEAM

Working as part of a highly regarded & committed team



## WORKING ENVIRONMENT

33 acres of 'Capability' Brown parkland, including lake and easy access to Greenham Common



## PARKING

Plenty of free onsite parking

"The benefits at St Gabriel's go far beyond the great pension scheme and staff discounts. There's a real focus on wellbeing and work-life balance, and the setting is genuinely beautiful — it's a lovely place to come to work each day. Staff turnover is low for a reason — people genuinely enjoy being part of this community."





## How to apply

Please complete the School's Application Form and send this to [HR@stgabriels.co.uk](mailto:HR@stgabriels.co.uk).

**Closing Date: Monday 23 February 2026**

Applications will be reviewed as they are received and interviews may be arranged before the closing date, so early application is encouraged.

St Gabriel's School values diversity, promotes equality, and is committed to safeguarding the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

For further details please contact HR on 01635 555680 or via email [HR@stgabriels.co.uk](mailto:HR@stgabriels.co.uk).

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NEWBURY

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