



ST MARGARET'S PREP CALNE

St Margaret's Prep is a co-educational day school for 180 pupils aged 3-11. We have a Kindergarten, Reception and Year 1 class and thereafter, two parallel classes at each year from Year 2 – Year 6. The school shares a 27-acre campus with St Mary's, Calne.

The school broadly follows the 2014 Primary National Curriculum in England; the children are assessed in line with national expectations and the Foundation Stage Profile, and take standardized tests from Y2-Y6, achieving well above the national averages. However, there is much more on offer. In addition to the academic side of life, there is a rich programme of Music, Sport, Drama and Art. Class Teachers deliver a broad curriculum with Computing, Sport, Music, Art, MFL and Latin being taught by specialists. We want our pupils to achieve their potential in every aspect and play a full part in the life of the school. Above all, we want happy, independent and confident children!

The facilities offer first class opportunities to challenge and stimulate the children in their learning. Classes are housed in attractive purpose built teaching rooms linked to the original Victorian building. There are specialist-teaching rooms for Computing, Music, Languages and Art/Design & Technology, whilst The Southwell Hall offers a large space for assemblies, drama and a wide range of extra-curricular activities. In addition, we share a number of facilities with St Mary's; a dining room, Chapel, Science laboratories, an indoor swimming pool, gymnasium and a range of sports courts and playing fields. Our after-school club 'Maggots' provides wrap-around care until 6pm. The children enjoy the benefit of fresh air and exercise in an extensive, secure environment, which includes fields, playgrounds, swings and other play equipment.

Maintaining a happy, purposeful atmosphere is of paramount importance, as this will allow the pupils the best opportunity to develop into well-rounded, confident children. It is vital that the pupils and the staff at St Margaret's feel that their lives here are enriched and rewarding.

Minibus Chaperone

JOB DESCRIPTION

Minibus chaperones at St Margaret's are responsible to the Deputy Head Pastoral for supporting the school minibus run.

It is expected that the successful candidate will possess most, if not all, of the following qualities:

- A caring approach to the children in his/her care
- Be friendly and approachable
- A sense of humour
- The ability to work in a team

Within this role s/he will be expected to:

- be punctual
- never allow children to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic free area
- supervise children when boarding or disembarking from the vehicle
- supervise the children during the journey, ensuring that seat belts are worn at all times and their safety is a priority
- encourage children to behave responsibly
- check that all luggage is secured, and that all gangways and exits are clear
- check that no bags or clothing are caught in the doors, and no latecomers are approaching the vehicle before it moves off
- ensure the driver does not move off until everyone is safely seated
- handover children to their parents/carers, following St Margaret's dismissal procedures
- behave and dress appropriately for the role, in line with school guidelines
- follow all safeguarding guidelines
- pass on any concerns they have concerning any child/adult within the school to the Designated Safeguarding Lead

St Margaret's staff are expected to be professional and discreet towards colleagues, pupils and parents at all times. They must also maintain confidentiality. They should openly seek to promote the good name of the school and the goodwill of the support staff, peripatetic staff and others who come into contact with St Margaret's.

Revised JH/LB September 20