



THE GAP CLUB

CHILDCARE SOLUTIONS



The Gap Club Candidate Pack

About The Gap Club

The Gap Club, established in 2001, is a high-quality premium out-of-school-hours childcare provider for Nursery and Primary School aged children, working within schools. We are an established and leading wraparound childcare provider in Berkshire and Surrey. We are passionate about creating a safe, nurturing and engaging environment for all children to learn and thrive during out-of-school hours.

Our pedagogy grounded in our PEP framework (Potential through Play, Education through Play, Parenting through Play) nurtures children's holistic development and wellbeing through play, skills and multiple intelligences delivering more than just Play in Childcare.

Our Wraparound Childcare mission is to provide play based, child-centred, playful wellbeing care and learning that bridges the gap between work and play for families, children, and the wider community, allowing us to be more than just a service.

Our team is passionate and friendly, dedicated to working with like-minded practitioners that understand the profound impact that play has on children's lives and uphold the rights of children to experience joyful, secure, and enriching childhoods. We provide comprehensive training, induction, support, and development opportunities to help staff succeed and grow.



Our CEO & Founder | Rekha Bassi

“Where we can all be the best version of ourselves”

About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 2-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating around 1,600 students across the two school sites. Both Schools had full ISI inspections under the new framework in March 2024, and were rated fully compliant in all areas.

St George's Weybridge is proudly and unequivocally a 2-18 co-educational school where children can learn and grow into kind, polite, respectful adults. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Most important, though, is the perfect balance between the three fundamental intelligences listed here. Together, these are what make St George's unique - and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from a variety of Christian denominations - it is inclusive of all faiths and none. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.



The Role

Job Title:	Early Years Lead
Responsible to:	The Duty Line Manager
Salary:	Competitive
Hours:	17.5 hours per week, 3pm to 6:30pm, Monday to Friday, during Term Time. 40 hours per week during school holiday periods.
Contract:	Annualised Hours
Location:	Primarily based at St George's Junior School, with occasional meetings at TGC head office in Old Windsor.

Summary of the role:

This is a unique opportunity to work as a Early Years Practitioner for St George's Weybridge (SGW), alongside being an Early Years Lead for The Gap Club (TGC), delivering both Early Years Education at St George's Junior School during term time, and wraparound care for The Gap Club throughout the year. This opportunity to work in two exceptional settings will give the successful candidate the chance to grow as a practitioner whilst supporting children's development in different contexts.

Please note the successful candidate will be employed separately by both St George's Weybridge and The Gap Club.



The Role Cont.

Main duties & responsibilities:

- Deliver the PEP framework for Early Years, adapting play pedagogy to meet children's evolving needs in an engaging and developmentally appropriate manner.
- Act as the primary link between TGC and SGW Junior School, ensuring seamless communication and practice across both settings.
- Supervise and safeguard children's welfare and wellbeing, adhering to all safeguarding policies and escalation procedures.
- Support all operations, including planning, evaluation, policies and risk assessments, to ensure safety and wellbeing.
- Work solely with TGC during holiday clubs, supporting both Early Years and primary aged children.
- Collaborate with staff to ensure effective communication and seamless transitions for children.
- Engage with parents, providing regular updates on children's development and wellbeing.
- Participate in reflective practice and quality assurance initiatives to continuously improve outcomes.



Person Specification

Qualifications, Knowledge and Experience

Essential Criteria

- Full and Relevant Level 3 (or above) in Early Years Childcare (or equivalent qualification)
- Experience working in Early Years settings, with a focus on play based learning and care
- Paediatric First Aid qualified, or a willingness to undertake training
- A working knowledge of the Microsoft Office suite, and communication tools such as Zoom
- Knowledge of inspection and regulation frameworks (eg. EYFS, birth to 5, or development matters)
- Good standard of Maths and English
- Must be able to comply with all other statutory regulations and setting policy and procedures

Desirable Criteria

- Experience of working with children with additional or behavioural needs
- Familiarity with an online learning journal
- Experience of working within an Independent School setting

Skills and Abilities

Essential Criteria

- Effective ability to plan engaging, creative, and bespoke activities for children
- Ability to work as part of a team, or work independently through own initiative, with excellent communication skills, both written and verbal, with both adults and children
- Ability to maintain discipline and create an atmosphere that will encourage learning
- Be able to recognise and reward the efforts and achievements of individual children
- Ability to build a rapport with young children
- A track record of positive and effective relationship building and stakeholder management skills to maintain strong customer relations in support of children's progress, wellbeing and needs
- Good time management and problem solving abilities, with the ability to prioritise tasks and deadlines

Personal Qualities:

Essential Criteria

- Calm, positive, and caring approach
- Willingness to contribute to the wider aspects of school life
- An organised, observational, and reflective practitioner
- To always uphold the values and ethos of St George's Junior School, with a willingness to embrace the culture within a Catholic Co-Educational Josephite School.

Working at The Gap Club

At The Gap Club, we employ a dedicated team of passionate and enthusiastic staff across our Breakfast, After School, and Holiday Club provisions. Whether full-time or part-time, every member of our team plays a vital role in creating a fun, safe, and nurturing environment where children can thrive through play.

We pride ourselves on offering a supportive and inclusive workplace, where staff feel valued, empowered, and encouraged to grow. Our culture is rooted in our **HEART values** - bringing energy and positivity to each day, championing every child and colleague, and working together with professionalism and trust.

From your first day, you'll be welcomed into a friendly team environment where collaboration and support are key. We provide a structured induction and ongoing training opportunities, helping you to build confidence in your role and develop your skills across both early years and playwork settings.

Our Culture

Working at The Gap Club is fast-paced, rewarding, and full of variety - no two days are ever the same.

We believe in the power of play and the importance of creating meaningful experiences for children. Our teams are encouraged to bring creativity, energy, and new ideas into their sessions, helping to shape a provision that is engaging, inclusive, and child-led.

We are proud of the strong relationships we build - not only with the children in our care, but also with families, schools, and each other. Teamwork is at the heart of everything we do, and we work closely together to ensure every child feels safe, happy, and valued.

Our Environment

Our clubs are designed to be welcoming, engaging, and full of opportunities for children to explore and grow. From creative activities and games to outdoor play and social time, we provide a space where children can feel confident, independent, and inspired.

As part of our team, you'll play a key role in shaping this environment - bringing energy, creativity, and care into everything you do.

What our staff say

"I have been with The Gap Club for over two years, starting as a Playworker. When I first joined, I used to bring my son with me, and he loved coming along—it was such a wonderful balance as a mum, being able to work while spending time with him.

I quickly progressed within the company and now work as Operations Lead and Playworker Lead. I love the balance that The Gap Club offers, and as a family-run business, you really feel this through the support of the management team."

"I have worked at The Gap Club for 14 years, gaining a Level 3 qualification in Early Years, along with extensive training and experience working with children. I started as a playworker and have grown into a Senior Leadership Team role as Finance Manager, Deputy DSL, and line manager for most staff.

Over the years I've worked with different managers, but Rekha has always gone above and beyond for her team. The Gap Club feels more like a family than a workplace. We may be a small company, but we know each other well, and support is always there."

Benefits



Childcare Discount

We offer a 100% childcare discount for one child at The Gap Club, supporting working families within our team.

Training & Development

We provide ongoing training, coaching, and development opportunities to help you build confidence and grow in your role.



Supportive Team Culture

Be part of a friendly, welcoming team where collaboration, positivity, and support are at the heart of everything we do.

Recognition & Rewards

We value the contribution of our staff and celebrate achievements through recognition and reward initiatives.



Career Progression

As a growing organisation, there are opportunities to take on additional responsibilities and develop into leadership roles.

Wellbeing & Work-Life Balance

We promote a positive working environment and understand the importance of balance and support for our team.



Conditions of Employment

Initial Period of Employment

All roles are subject to a 6-month probationary period.

During this time, your performance, attendance, and suitability for the role will be reviewed.

Support and feedback will be provided throughout to help you succeed in your position.

Sick pay during this period will be in line with current statutory legislation.

Notice Period

During the probationary period, the notice period is one week on either side.

Following successful completion of probation, notice periods will be confirmed in your individual contract of employment.

Pre-Employment Vetting Checks

The Gap Club is committed to safeguarding and promoting the welfare of children.

All offers of employment are subject to:

- An Enhanced DBS check
- Verification of identity and right to work in the UK
- Satisfactory references from current and/or previous employers

These checks will be carried out prior to employment commencing.

Safeguarding Children

Safeguarding is at the heart of everything we do at The Gap Club.

All staff have a responsibility to promote and safeguard the welfare of children and must:

- Adhere to The Gap Club's safeguarding policies and procedures at all times
- Remain vigilant to any concerns relating to a child's welfare
- Report any concerns immediately to the Designated Safeguarding Lead

Dress Code

Staff are expected to present themselves in a clean, appropriate, and practical manner suitable for working with children.

Clothing should allow for active play, both indoors and outdoors, while maintaining a professional appearance.

The Gap Club provides a staff uniform (t-shirt), which must be worn during working hours.

Conditions of Employment Cont.

Additional Working Requirements

From time to time, staff may be required to:

- Attend training sessions and team meetings
- Contribute to events or activities linked to the settings

Flexibility is important due to the nature of childcare provision.

Place of Work

This role will be primarily based at St George's Weybridge (SGW), across both the Nursery and The Gap Club provision on site.

There may be occasional requirements to attend meetings or training sessions, which could take place at The Gap Club Head Office in Old Windsor or at other external locations.

Travel to other sites is not a regular requirement for this role.

Data Protection and Confidentiality

All staff are required to:

- Comply with data protection legislation
- Maintain confidentiality at all times
- Handle personal and sensitive information appropriately

Training and guidance will be provided where required.

No Smoking Policy

The Gap Club operates a no smoking policy across all sites. Smoking (including e-cigarettes/vapes) is not permitted during working hours or on site.

Equal Opportunities

The Gap Club is committed to equality, diversity, and inclusion. We aim to create a working environment where all staff are treated fairly, with dignity and respect.

Additional Information

This document is intended as a guide to the main terms and expectations of employment and does not form part of a contract. Full details will be provided within your contract of employment.

How to Apply

To find out more about the role, please contact TGC Recruitment for a confidential discussion:

Email: recruitment@thegapclub.com

Applications are encouraged as early as possible via the Apply Online button on the Current Vacancies page of the St George's Weybridge website.

Please note that, as this is a dual role, applications submitted via St George's Weybridge will be shared with The Gap Club as part of the recruitment process.

Key Dates

Closing date for applications:

Wednesday 25 March 2026

Please note that applications will be reviewed upon receipt, and candidates invited to interview at short notice and before the closing date.

Before applying, candidates are encouraged to familiarise themselves with relevant policies, including [safeguarding](#), [safer recruitment policy](#), which are available at: [The Gap Club website](#).

Safeguarding

The Gap Club and St George's Weybridge are committed to safeguarding and promoting the welfare of children and young people.

All applicants must be willing to undergo appropriate pre-employment screening, including:

- Enhanced DBS checks
- References from current and previous employers
- Verification of identity and right to work in the UK

Equal Opportunities

The Gap Club is committed to equality, diversity, and inclusion. We welcome applications from all backgrounds and aim to create a supportive and inclusive working environment for all staff.



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www.thegapclub.com



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