

NOTRE
DAME
SCHOOL



GRADUATE CREATIVE ASSISTANT

Candidate Information

Job Pack

Permanent

Saturday School

08:30-13:00

24 Weeks per year, Term Time

Required ASAP



Our School

Notre Dame is an independent Catholic Day School set in 26 acres of beautiful, rural Surrey parkland. We warmly welcome families of all faiths and none.

At Notre Dame School, we are unashamedly holistic, and our 700 students from aged 2-18 are at the centre of everything we do. We focus on **Happiness and Success** – in that order. We are profoundly committed to this educational philosophy and through it we fulfil our aim of providing an exemplary **all-round education**. The academic, creative, physical, moral and intellectual challenges expected in all good schools, complete with state-of-the-art facilities, are balanced with fun and laughter and a trusting and compassionate atmosphere which enables everyone in our community to be the best possible versions of themselves.

For more than 400 years, pastoral care has been embedded at the heart of our approach to education. This is not at the expense of academic rigour. Rather, it forms the bedrock on which academic excellence is built: happy, comfortable and secure children and young women make confident and successful learners. All our students, from the smallest to our Sixth Formers, have access to our wonderful grounds and on-site facilities – all-weather sports pitches, indoor swimming pool, professional theatre, gymnasium, sports hall, music rooms, dedicated science laboratories, libraries and woodland forest school.

Notre Dame School is proud to have been shortlisted for the Best Independent Girls' School of the Year Award 2025.



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“Accompanying young people in their efforts to build their lives for today and tomorrow.”

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Heritage & Ethos

The Company of Mary Our Lady was founded in Bordeaux in 1607 by **St Jeanne de Lestonnac** to educate girls of all faiths and is the oldest recognised educational order in the world. Today there are more than 300 CoMOL schools, educational foundations and projects across 26 countries.

Notre Dame School is the only one in the UK.

Our foundress, St Jeanne de Lestonnac, a mother of 5 children, was a progressive and dedicated educator. She grew up in an intellectual and cultured family and was exposed to many different religious and philosophical perspectives. **Her forward-thinking approach to education is as fresh and modern today**, and we strive to live up to her indomitable spirit and drive and remain committed to her mission statement:

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“No one is educated in isolation; it is the whole community that educates.”

St Jeanne de Lestonnac – Foundress

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“
*Pupils display
genuine kindness
and respect for one
another.*”

Independent School Inspections – ISI





The Role

Position Title

**Graduate
Creative Assistant**

Reporting to

**Artistic
Director**

The function of the post

The NDMT Graduate Assistant supports the delivery of the Saturday stage school, contributing to a positive, organised, and high-quality experience for all students. The role is ideal for recent sixth form leavers or those beginning their journey in performing arts education, providing valuable hands-on experience across dance, drama, and music settings.

Working under the direction of the Artistic Director and teaching staff, the Graduate Creative Assistant acts as a key front-of-house presence, floating between classes, supporting teachers, and ensuring the smooth day-to-day running of the programme. The role combines practical support, student engagement, and pastoral care, while offering opportunities for professional development within a dynamic performing arts environment.

Main Duties & Responsibilities

Key Objectives

- Act as a visible and approachable front of house presence for students, parents, and staff, arriving by 8.30 and remaining on site until the last student has left
- Locking and unlocking the site
- Welcome students on arrival, ensuring a smooth and organised start to the day
- Support student transitions between classes and activities
- Assist with supervision during breaks, transitions, and non-teaching times
- Promote a positive, inclusive, and professional environment at all times
- Support teachers within classes across dance, drama, and music
- Assist with setting up and clearing away equipment, resources, and materials
- Help maintain focus, behaviour, and engagement within sessions
- Observe teaching practice and contribute positively to the learning environment
- Cover classes where required, ensuring continuity, appropriate supervision, and a positive, structured learning environment
- Opportunities to direct/choreograph
- Additional creative leadership opportunities
- Move between classes as required to provide additional support where needed
- Respond flexibly to the needs of the day, including covering gaps or assisting with rehearsals
- Ensure continuity and communication between different areas of the programme
- Support productions, rehearsals, and performances as required
- Support safeguarding and student wellbeing across the provision
- Follow all ND safeguarding and child protection procedures
- Lead on first aid provision where required, or assist qualified staff
- Report any concerns promptly and appropriately
- Assist with registers, basic record-keeping, and communication as required
- Support the organisation of resources, costumes, and materials
- Help with logistical preparation for classes, rehearsals, and performances
- Contribute to the efficient running of NDMT

The Person

Based onsite one day a week on a Saturday, with occasional event commitments, the successful candidate will support the school in delivering an impactful student experience that enhances their education, extracurricular interactions and pastoral wellbeing.

Working across all of the arts and disciplines, you will ensure that our NDMT's School's provision is consistent, high-quality, and well-being-focused, while maintaining exceptional safeguarding.

A desirable candidate will have:

- Interest in performing arts (dance, drama, or music)
- Reliable, punctual, and well-organised
- Positive attitude and willingness to learn
- Strong communication and interpersonal skills
- Ability to work as part of a team
- Understanding of appropriate professional conduct with young people

Health and Safety

All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

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“The School is highly successful in meeting its aim of preparing young people for their role as responsible citizens of the wider world.”



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Independent School Inspections – ISI





Benefits of Service

Hours of work

Permanent

Saturdays

4.5 hours per week

08:30-13:00

Term Time

24 Sessions per Year

Remuneration

NDSP 25

£1,974.07

Actual Per Annum

Benefits

The School has high expectations of its staff and therefore looks to reward them with a competitive salary scale and beneficial conditions of service.

- There is an extensive induction programme for all new colleagues, and ongoing professional development is encouraged
- Staff development programme
- Financial contribution to eye tests and glasses for eligible staff
- Employee Assistance programme – counselling, financial advice etc.
- Staff discount on School fees after six months continuous service
- Free coffee/tea during term time
- Free use of the School's leisure and sporting facilities, including a heated indoor pool
- Employee Referral Bonus Schemes
- Electric Car Charging
- Free parking



Selection Process

Shortlisted candidates will be interviewed by a recruitment panel including members of the Senior Leadership Team and members of HR. Candidates will be required to undertake a task related to the role applied for and be given a tour of the school. Please note that before making an application for any vacancy listed, you should familiarise yourself with our **Recruitment Privacy Notice, Safeguarding Policy, Safer Recruitment Policy, Keeping Children Safe in Education and Equal Opportunities Policy** which are available at:

[Policies & Reports | Notre Dame School](#)

Notre Dame School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks prior to appointment and the Disclosure and Barring Service.

The School is an equal opportunities employer and is fully committed to a policy of treating all employees and job applicants equally and does not discriminate on the grounds of race, physical or mental disability, national origin, colour, family status, gender, religion, sexual orientation, age or any other characteristic protected by law.

For any queries, please contact HR at

Apply Now:

Please complete the online application process available on our career on TES and Our Website

[Notre Dame School Jobs](#)

Closing Date

As successful candidates are sourced and apply.

We reserve the right to interview, as suitable candidates are sourced

Start Date

Autmn Term 2026