

|  |  |
| --- | --- |
| **Job vacancy** | **Breakfast/After School Club Assistant** |
| **Salary range** | Grade D Point 4-6, £12.65-£13.05 per hour (FTE £24,404 – £25,183 per annum)  Actual Pay per annum: £8,061 - £8,507 |
| **Hours of work** | 14.58 hours (15:05-18:00 Monday to Friday) |
| **Contract type** | Permanent |
| **Closing date for applications** | 03.02.25 |
| **Interview date** | 05.02.25 |
| **Planned Start date** | To be confirmed |
| **Job Location** | Malmesbury C of E Primary School |
| Are you looking to work in a school? We wish to appoint a committed and caring Breakfast and After School Club Assistant to join our outstanding staff team. Our before and after school childcare provision, ‘Peas in the Pod’ has become so popular that we now need more Breakfast and After School Club Assistants to join our team. We are currently advertising for an After School Club Assistant to work from 15:05-18:00 Monday to Friday, but please note that further shifts might become available in the morning 07:25-08:40. Furthermore, we would be willing to appoint as a job share, if we receive applicants that wish to work less than 5 days a week.  We offer wraparound childcare from mornings and evenings, five days a week, term time only, and the successful applicants will be responsible for carrying out all duties involved in delivering the clubs to the children, under the direction of the senior staff. Duties will include serving snacks and/or light meals, setting up and running activities, clearing away at the end of the session and communicating with parents, carers and other school staff to ensure the smooth running of the club.  Malmesbury C of E Primary School is a large vibrant primary school, with a friendly and dynamic team of staff who are dedicated to making learning challenging, exciting, infectious, and fun. We are a compassionate school dedicated to meeting the needs of all pupils and committed to the welfare of our staff. We continually build towards our vision of “Growing together in wisdom and love; discovering life in all its fullness.”  **The successful candidate will be required to carry out the main duties outlined in the separate job description. Furthermore, we wish to appoint someone who:**   * Is an excellent team worker. * Is passionate about working with children of all ages and supporting them to achieve independence. * Can build positive relationships and relate well to a wide range of children and adults. * Can support our values of respect, kindness, courage, creativity and love and is sympathetic to our Christian foundation.   **We can offer you:**   * A friendly, collaborative environment where all professionals work as a team. * The chance to work with some wonderful children. * The opportunity to see if school is a place you would like to work. * Membership of the Local Government Pension Scheme.   **Additional information**  Visits to the school are encouraged. Please contact the school office to arrange a visit (01666 823514 or [hr@malmesbury-pri.wilts.sch.uk](mailto:hr@malmesbury-pri.wilts.sch.uk)).  An application pack is available from the school’s website ([www.malmesburyprimaryschool.co.uk](http://www.malmesburyprimaryschool.co.uk)) or by contacting the school. Please send completed applications (and Equality and Diversity monitoring forms) to [hr@malmesbury-pri.wilts.sch.uk](mailto:hr@malmesbury-pri.wilts.sch.uk) or deliver a paper copy to Reception.  **Malmesbury C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed. In line with safeguarding regulations,an online profile check will be conducted for shortlisted applicants.**  Our academy trust believes firmly in equality of opportunity in employment. It therefore commits itself to developing policies, practices and procedures, which promote equality of opportunity and anti-discriminatory practices. To this end our academy is committed to ensuring that job applicants or employees receive equality of treatment. No applicant or employee will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex or marital status, disability, sexual orientation, age, religious beliefs and practices or offending background, nor be disadvantaged by conditions or requirements which cannot be shown to be justifiable. | |