

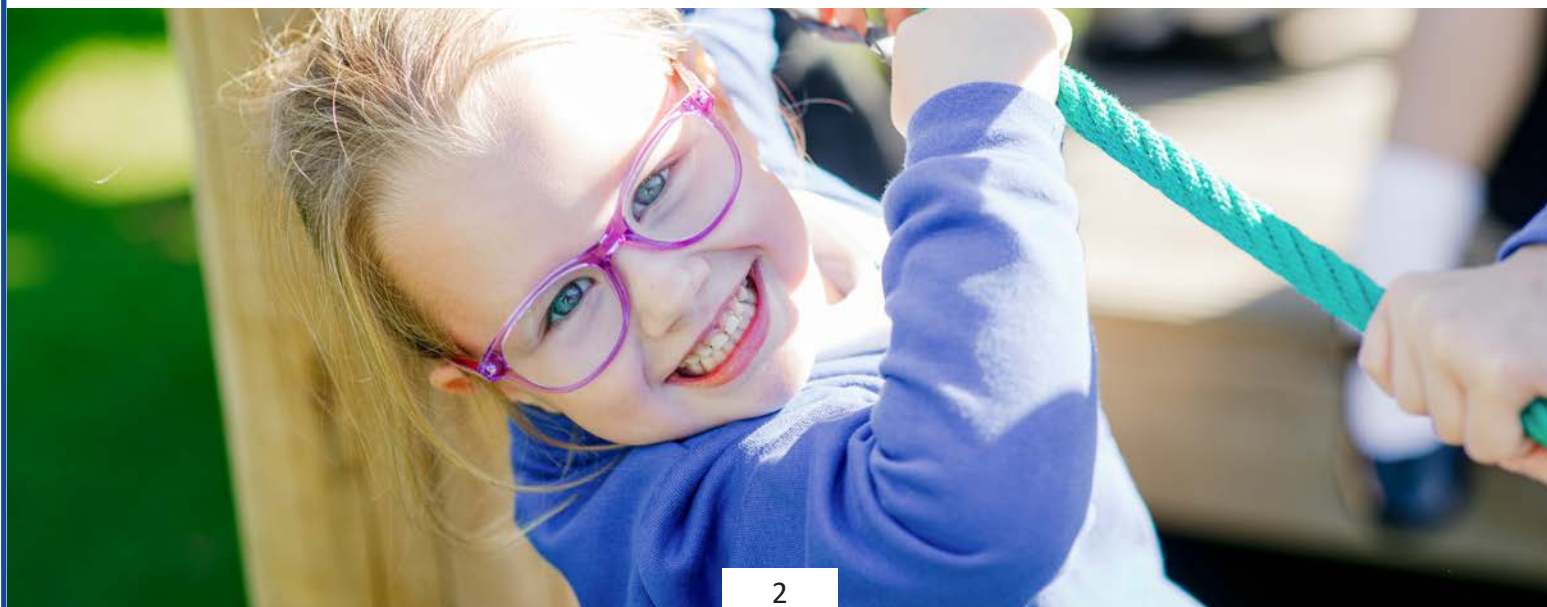


**Breakfast and After School  
Club Assistant**  
Shinewater Primary School  
Information



## CONTENTS

<b>Welcome</b>	<b>3</b>
<b>Job Description</b>	<b>4</b>
<b>Person Specification</b>	<b>5</b>
<b>Working at Shinewater Primary School</b>	<b>6</b>
<b>How to find us</b>	<b>6</b>
<b>Application Process</b>	<b>7</b>
<b>Overview of Swale Academies Trust</b>	<b>9</b>



# Welcome

Shinewater Primary School and Little Sunshine's Nursery is a two form entry school situated in the seaside town of Eastbourne. We are fortunate to have an extensive site that incorporates, open green spaces, including an outdoor learning classroom. We also have dedicated STEM labs, a large computing suite, an internet cafe and spacious, well resourced classrooms, each with a shared base area.

We offer our pupils a broad and stimulating curriculum which focuses on high expectations for all. We have specialist teachers in computing, PE and outdoor learning, English interventions and a consultant maths teacher. Enrichment opportunities at Shinewater are high profile leading to exciting learning experiences.

The school has a clear, and embedded, vision that staff follow and fully believe in. Our ethos is community-centred, empowering and fully inclusive. Everything we do here at Shinewater Primary School inspires our children to be the best they can be in order to achieve their full potential through challenge, support and enrichment. Our children are immersed in a range of creative and stimulating learning experiences where they feel safe to take risks within a warm and inclusive atmosphere in all aspects of school life and beyond.

We are proud of the positive learning culture that exists within the school and we set the bar high on expectations for behaviour and pupil engagement. Our experienced Inclusion Manager leads the pastoral support team, which includes a family support worker and an in school counsellor. Our children are friendly, welcoming and cooperative. Every child is nurtured and valued, enabling them to develop respect for themselves and others ensuring that our children can shine through. Our positive behaviour system is well embedded and wellbeing and engagement is high.

Our school has been on an exciting journey of continuous development since joining Swale Academies Trust. The importance of continuous professional development at all levels is of paramount importance to us. Staff feel valued and supported. We continue to move from strength to strength.

Leadership across the school is a key strength supported by the Executive Headteacher who knows the school and staff well. There is an exceptional senior leadership team who bring a huge range of knowledge, skills and talents to the team.

The school also profits from the collaborative support of Swale Academies Trust, where by close working networks continue to drive improvements to teaching and learning as well as school management. The development of the school site and facilities has been superb over the last three years. The school now has a science lab, Internet cafe and IT suite. The work culture is friendly, professional and supportive, with recruitment and retention another real strength of the school. The children and staff feel proud to belong to Shinewater Primary School.



Helen Evason  
Headteacher



# Job Description

**Job Title:** Breakfast and After School Club Assistant  
**Grade:** SAT A  
**Responsible to:** After School Club Supervisor

## **Purpose of the Job:**

- To work under the direction of the After School Club Supervisor to provide safe, high quality play for children.
- To assist the Supervisor in organising a daily routine that meet the emotional, social, physical and intellectual needs of the children.
- To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the children.

## **Main duties and responsibilities (Accountabilities):**

- Contribute to the planning of the daily activities to ensure children's needs are met whilst ensuring the National Standards and out of school play values, as defined by the Supervisor, are met at all times and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Work with other staff to maintain the Breakfast and After School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the wellbeing of the children and staff and advise the After School Club Supervisor of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the safety of the children whilst working within Swale Academies Trust Guidelines for Child Protection to ensure the wellbeing of the children.
- Support the Supervisor in ensuring that children, whilst in the Breakfast and After School Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds in accordance with the After School Club's Equal Opportunities policy.
- Support the After School Club Supervisor in ensuring that records, including the children's, families, staffing, registers, health and safety, sickness etc are confidentially maintained in order to ensure effective storage and retrieval of information.
- Work in partnership with the school, external agencies and professionals as required ensuring high standards are maintained in the club and they will need to attend staff meetings and training sessions as required to ensure own personal and professional development.
- Act as a role model and be able to effectively communicate with children, parents etc. in order to maintain appropriate standards of behaviour and provide feedback to parents, professionals etc. The post is mainly reactive with little need for evaluation or planning.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# Person Specification

Experience	Essential / Desirable
Minimum of 2 years supervisory experience in a childcare setting with demonstrable understanding of play work development.	E
Paediatric First Aid Certificate or willingness to obtain.	E
Experience and understanding of multi-agency and partnership working.	E
Experience of basic technology (computer, video, photocopier).	E
Knowledge	
Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	E



# Working at Shinewater Primary School

## Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- On-Site parking
- Access to training and development

## Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Christmas Closure
- Cycle to Work scheme

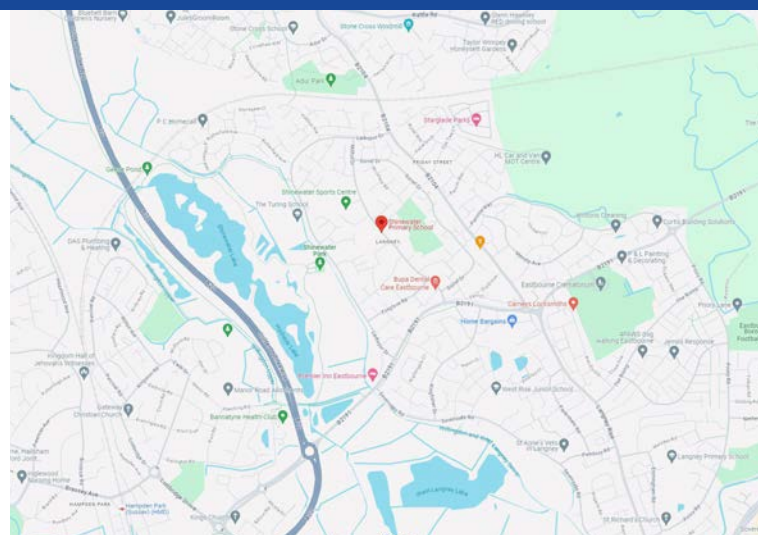
# Finding Us

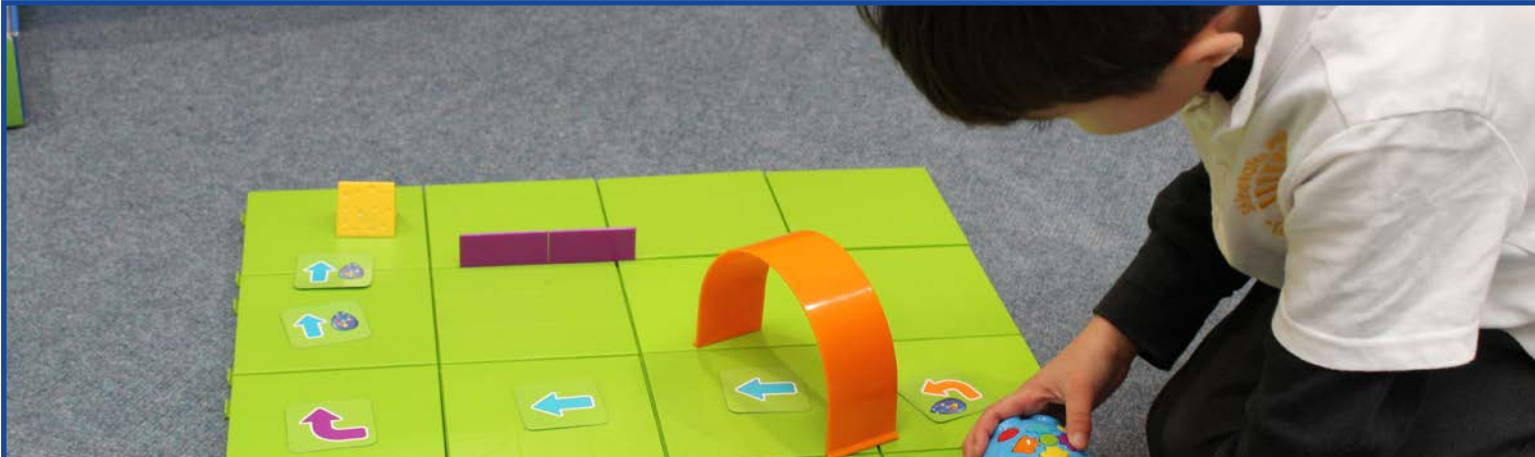
**Shinewater Primary School**  
Milfoil Drive  
Langney  
Eastbourne  
BN23 8ED

01323 762129  
[swp-office@swale.at](mailto:swp-office@swale.at)

**Closest Train Station: Hampden Park Station**  
Approx. 35-minute walk or 25-minute Bus

**Closest Bus stop:**  
**Shinewater Lane** - 1, 1A, 1X, 501, Loop  
**Oak Tree Lane** - 6A, 8, 43, 44, 44A, 44B





## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on [swale.at](http://swale.at) website. Completed forms can be sent to [emma.loncarevic@swale.at](mailto:emma.loncarevic@swale.at) or by post to the following address:

Emma Loncarevic,  
Shinewater Primary School  
Milfoil Drive  
Langney  
Eastbourne  
East Sussex  
BN23 8ED

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



## **Safeguarding**

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

## **Retention of information**

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## **Privacy Notice**

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.



# Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust - Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

## Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



