

**School: Bunbury Aldersey CE Primary School, School Lane, Bunbury, Cheshire. 01829 260 524**

**Head Teacher: Mrs. Nicola Badger**

**Position: Permanent Out of School Club Practitioner**

**Salary: SCP 2 £12.26 per hour, £6450 actual annual salary**

**Start Date: 22<sup>nd</sup> April 2025**

**Closing Date: 28th March 2025 at 9am**

Bunbury Aldersey CE Primary School is excited to be recruiting for an “Out of School Club Practitioner” to work as an effective member of our team delivering a high quality, inclusive play and care-centered service that meets the needs of children, young people and their families in line with the club’s policies and procedures, the National Standards for Out of School Care and statutory guidance on Safeguarding Children.

The successful candidate will have good communication skills, be able to work as part of a team and be able use their own initiative; Helping the manager with planning, preparing and delivering quality play opportunities within a safe and caring environment. A Level 2 qualification in childcare or playwork is desirable or if you are willing to work towards a Childcare qualification. Paediatric First Aid and Safeguarding qualifications are also desirable, although training will be provided.

The position is available for between 4 afternoons, Monday to Thursday, 3pm – 6pm, per week. term time only.

To apply, candidates are advised in their application to demonstrate their suitability for the post outlined above, using the Job Description and job specification.

To request an application form, please contact [resources@rcsat.cheshire.sch.uk](mailto:resources@rcsat.cheshire.sch.uk)

Please return the application form to [resources@rcsat.cheshire.sch.uk](mailto:resources@rcsat.cheshire.sch.uk) by 9am on 28<sup>th</sup> March 2025.

Bunbury Aldersey CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. There is a strong Christian ethos and solid links exist between the school, Church and the community. The offer of employment is subject to satisfactory References, Health, Right to Work in the UK, an enhanced DBS check and a Declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2009

## **JOB DESCRIPTION OUT OF SCHOOL CLUB PRACTITIONER**

<b>POST:</b>	Out of School Club Practitioner
<b>SCHOOL:</b>	Bunbury Aldersey CE Primary School
<b>HOURS:</b>	3pm – 6pm, available Monday-Thursday, term time only.
<b>ACCOUNTABLE TO:</b>	The Principal and Governing Body
<b>JOB PURPOSE:</b>	To assist the Out of School Club Manager in providing a caring, secure environment, through individual attention and a series of well planned, resourced and supervised activities that reflect government guidelines. To be directed by the Out of School Club Manager in assisting the club to operate to its full potential. Be willing to take on observations, assessments and basic administration duties as directed.

### **Main Duties and Responsibilities:**

#### **Activity Planning**

- Through weekly meetings with the Out of School Club Manager, forward plan a programme of activities for children aged between 4 and 11.
- Provide safe, creative and appropriate play opportunities for a range of age groups daily;
- Prepare activities, organise programmes/ themes and arrange equipment to ensure that all activities are inclusive for all children.
- Ensure at all times that the club has a reasonable supply of material/equipment. Be aware of the club's equipment stores especially when purchasing for and planning activities.
- Day to day running of the club, in conjunction with other staff. Participation in all aspects, from setting up activities and meal times to clearing away at the end of the session.

#### **Liaison**

- To help develop and maintain good relationships and communication with parents/carers and all relevant parties to facilitate day-to-day caring needs;
- To encourage parental support through the development of effective working relationships;
- To consult with the children and involve them in the planning of activities.

- To share good practice with other play workers as needed.

### **Supervision and care of children**

- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities.
- To take responsible precautions and measures to ensure the safety of other staff and children at the club and comply with the responsibilities of the Health and Safety At Work Act.
- Provide a clean and safe environment for the children to play. This may involve physically making sure that the club is kept tidy by means of sweeping or washing up.
- Ensure that risk assessments are completed prior to commencing activities with children;
- Ensure that meals are prepared and served in accordance with the Food Standards Agency and to undertake the necessary Food Hygiene Training.
- Ensure food is balanced and healthy in accordance with recommended dietary requirements.
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe School policies and procedures to keep children safe from harm.

### **Direct Play work**

- Support the Out of School Club Manager in planning a wide range of creative and enjoyable activities.
- Consult with the children in order to plan activities.
- Ensure that play meets the full range of children's individual and group needs.
- To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish.

### **Other**

- To undertake continuous professional development, including short courses and qualifications relevant to Play work as directed by the Principal.
- To promote the aims and objectives of the School.
- To understand and adhere to School policies, procedures and standards at all times.

- To ensure the School offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times.
- To assist with the preparation and maintenance of materials and equipment.
- Recording accidents in the accident book.
- Ensure children are collected in strict accordance with the School's Child Collection Policy.
- To ensure the School offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development.
- To ensure confidentiality within the School at all times.
- To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Out of School Club Manager.

**JOB SPECIFICATION**  
**Out of School Club Practitioner**

**POST:**  
**SCHOOL:**

**Out of School Club Practitioner**  
Bunbury Aldersey CE Primary School

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	Paediatric First Aid Qualification; Completion of a full and relevant early years and childcare or playwork qualification Level 3; Completion of Safeguarding Awareness Course	Completion of a full and relevant early years and childcare or playwork qualification at Level 2 (e.g. NVQ Level 2 in Play work) or working towards completion	Certification
Experience		Previous experience of Play work with children aged 4-11 in a voluntary or paid capacity	Applications/Interview
Job Related Knowledge	Knowledge of the Early Years Foundation Stage	Willingness to undertake job related training including a First Aid qualification	Interview

	and the Play work Principles Interest in the care, learning and development of young children		
Skills & Aptitudes		<p>Ability to work as part of a small team</p> <p>Ability to work with children in a calm manner</p> <p>Willingness to undertake training</p> <p>A positive approach to inclusive practice, with children, parents/carers and colleagues.</p> <p>Ability to use own initiative</p> <p>Remain calm in an emergency</p> <p>Good organisational and planning skills</p> <p>Excellent communications skills, with children, colleagues, advisors and parents/carers.</p>	Interview
Other Requirements	Flexibility/adaptability	<p>Positive attitude</p> <p>Patience, punctuality, reliability and trustworthiness</p> <p>Enjoys working with children</p> <p>Team player</p>	Interview