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*A faithful community that loves, lives and learns with hope and joy; where everyone is valued and encouraged to flourish.*

**Part Time - Out of School Club Assistant (Breakfast club and After School club)**

**Fixed Term Post**

**Candidate Information Pack**

**Closing date:** 8am Friday 12th July

**Short Listing:** Friday 12th July

**Interviews:** Monday 15th July

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**Grade C (2-4)**

**Required from Monday 2nd September**

**Number of children on roll: 164**

**Grade/Band GTA, Grade C, Scale point 2-4**

**Minimum Age Requirement N/A**

**Vacancy Hours 11.75 hours per week (with possibility of additional hours)**

**Working hours 7:45-8:45 am x 5 days (Mon-Fri) 3:15 pm-5.30 pm (Mon-Wed)**

**Contract Type Fixed until August 2025 with possibility of extension**

**Weekend Working N/A**

**Application Closing Date 8am Friday 12th July**

**Salary Range NJC Pay Structure**

**Shortlisting Date Friday 12th July**

**Interview Date Wednesday 17th July**

**Venue for Interview Carleton Endowed Church of England Primary School**

**Advert Details**

We are seeking to appoint an enthusiastic and motivational person to work with the staff team here.

**The role will include:-**

* Taking bookings and maintaining a register of children
* Preparing and providing a healthy Breakfast/snacks/refreshments to the children following food hygiene practices, and cleaning up afterwards
* Arranging engaging and interesting activities for the children
* Liaising with parents, colleagues, pupils
* providing high quality before and after school care in a safe and positive environment.
* Supervising children and planning and organised a range of interesting and engaging activities
* Preparing healthy snacks and refreshments
* Liaising with parents
* Contributing to the development of club policies, procedures, aims and objectives

**We are looking for a candidate who is:**

* An enthusiastic and hard-working team player
* Energetic, motivated, positive with a can-do attitude
* Committed to high-standards and expectations
* Creative, interesting and willing to take risks
* Resilient and flexible
* Personable with a good sense of humour
* Willing to support the Christian ethos of the school
* Aware of the child development needs for our youngest pupils and those with SEND.
* Aware of a range of strategies to support pupils with SEND

**What we can offer:**

* Happy and welcoming pupils, staff, governors and parents
* Pupils with good behaviour and a thirst for knowledge
* A warm, collegiate and supportive environment in which to work, learn and develop
* High quality continuous professional development opportunities
* Opportunity to work in collaboration with other schools as part of the Leeds Diocesan Learning Trust
* A chance to be part of a caring, Christian environment with exciting visions for the future

The successful candidate will become part of a team that is enthusiastically driving the school forward and building upon it’s achievements and strengths. We are a warm, inclusive family school with a strong Christian ethos, a sense of community and a commitment to excellence for all children in our care. We aim to ensure that our children feel safe, happy and achieve their potential as a unique individual and as a learner. Christian values are at the heart of all that we do.

*Carleton Endowed CE School is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.*

**We welcome visitors to our lovely school would really like to meet you prior to your application. If you would like to arrange a visit to the school, please email** [admin@carletonendowed.com](mailto:admin@carletonendowed.com)

**More information**

Carleton Endowed Church of England Primary School is located in the beautiful village of Carleton, a short drive from the bustling market town of Skipton in the Yorkshire Dales.

We are a happy and aspirational village primary school providing education for children aged 4-11. We are proud of our local roots and of our strong church and community links. Our vision statement **‘ A faithful community that loves, lives and learns with hope and joy; where everyone is valued and encouraged to flourish’** is at the heart of all we do and our staff are committed to ensuring that all children are able to be the very best that they can be. We provide an exciting, rich and varied curriculum to challenge and inspire our pupils and give them every opportunity to flourish. We value academic and personal success and have high expectations of behaviour and effort. Our children have fun together and work hard together.

On 1st November 2022 we became an academy and were one of the founding schools of Leeds Diocesan Learning Trust.

**How to apply**

Please see the person specification and job description below. Visits to school prior to completion of the application form are welcomed and encouraged.

Completed application forms should be returned to the Head Teacher, Mrs Helen Dudman, by email to **admin@carletonendowed.com** to arrive no later than **8:00am on Friday 12th July**

It is expected that **interviews** for the post will be held **Wednesday 17th July** (to be confirmed)**.** Please alert referees that we may request references at short notice.

Details of the interview arrangements will be sent out to those on the shortlist.

Thank you in advance for completing your application.

**CARLETON ENDOWED CHURCH OF ENGLAND (VA) PRIMARY SCHOOL**

**JOB DESCRIPTION**

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| POST: Before and After School Club Supervisor | | | | |
| **GRADE:** | | Grade C | | |
| **RESPONSIBLE TO:** Head Teacher | | | | |
| **STAFF MANAGED:** | | before and after school club assistants | | |
| **POST REF:** | |  | **JOB FAMILY:** |  |
| JOB PURPOSE: | The core focus of this job is to ensure the provision of high quality out of hours school provision for children, within a positive, safe & happy environment. The post holder will do this by organising and providing an appropriate range of activities and food and taking a lead role in running the club. | | | |
| JOB CONTEXT: | The out of hours school club provides a safe environment for children prior or after school, and encourages health eating and creative play opportunities.  This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.  An ability to fulfil all spoken aspects of the role with confidence through the medium of English. | | | |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | | | |
| **Operational Management** | * Maintain a register of children * Prepare & provide a healthy Breakfast/snacks/refreshments to the children following food hygiene practices, and clean up afterwards * Prepare and set up room * Administer basic first aid as required * Undertake the personal care of children as required, including toileting, dressing, sickness * Ensure the children and young persons are supervised at all times * Contribute to the development of club policies, procedures, aims and objectives * Promote the club by creating promotional displays * Ensures the equipment is maintained and stored appropriately | | | |
| **Communications** | * Close liaison with parents, colleagues, pupils * Encourage parental involvement and support * Promote healthy eating * Report on the progress of the club and any issues of concern to school leadership team | | | |
| Partnership or Corporate Working | * Communicate with school staff, parents and children/young people as appropriate | | | |
| **Resource management/**  **People Management/**  Buildings and Infrastructure | * Responsible for the purchase of resources, including food/drink & equipment * Ensure the building is safe and secure for the children and young persons at all times * Encourage, lead and support a team of assistants ensuring good performance all the time * Address performance or conduct issues promptly * Provide induction and training to new staff members | | | |
| Systems and Information | * Maintain accurate records as required, to include completion of accident book, register of child’s attendance, up to date emergency contact details | | | |
| Planning and Organising | * Take a lead role in the planning of a variety of safe, creative and appropriate play opportunities * Monitor and evaluate the effectiveness of the club | | | |
| Safeguarding | * Responsible for promoting and safeguarding the welfare of the children and young people. * Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them. | | | |
| **Data Protection** | * To comply with LDLT and the schools policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. | | | |
| **Health and Safety** | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. * To work with colleagues and others to maintain health, safety and welfare within the working environment. * Ensure the safety of all children in the event of a fire/drill or other emergency * Ensure all accidents and emergencies are dealt with according to the policy | | | |
| **Equalities** | * We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. * Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users. | | | |
| **Flexibility** | ***LDLT provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with LDLT Policies and Procedures.*** | | | |
| **Customer Service** | ***The LDLT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.***  * The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. | | | |
| Date of Issue: |  | | | |

**PERSON SPECIFICATION**

**JOB TITLE: Before or After school club Supervisor**

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| --- | --- |
| **Essential upon appointment** | **Desirable on appointment** |
| **Knowledge**   * An understanding of and commitment to the provision of good quality childcare * An understanding of food hygiene rules * Health & safety knowledge, including lifting and handling and fire prevention * A sound understanding of safeguarding procedures * Knowledge of Healthy Eating | * Knowledge of school policies and procedures * Knowledge of child development & learning processes |
| **Experience**   * Significant experience of working with children in a play work or educational setting * Experience of keeping records, including financial records | * Staff supervision experience |
| **Occupational Skills**   * Ability to plan, deliver and evaluate safe activities relevant to the age of the children * Organisational skills * Ability to work on own initiative and use common sense * Ability to communicate effectively with parents and colleagues, verbally and in writing * Ability to maintain confidentiality * Ability to work effectively in a team * Committed to continuing professional development * Emotional resilience * Ability to form and maintain appropriate relationships and personal boundaries with children and young people * Behaviour management skills * ICT skills * Ability to lead a small team | * Behaviour management skills * Basic ICT skills |
| **Qualifications**   * Recognised childcare qualification at level 3 or equivalent * Current first aid certificate | * Food Hygiene certificate |
| **Other Requirements**   * Enhanced DBS clearance * The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post |  |

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