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**Max Club**

**Out of School Club**

**Play Worker**

Pay scale – Grade A, Point 2-3 (pro-rata based on hours and term time only)

**Times of work:**

**Monday – Friday 07.15-09.00 & 15.15-18.15**

**Total hours: 23.75 hours**

**Fixed term to 31.08.24**

Start date – ASAP

The governors of St. Maxentius CE Primary School are seeking to appoint an enthusiastic and dedicated Play Worker to join our Out of School Club.

We are looking for a candidate who:-

* has experience of working with 4 to 11 year olds
* Understands the varied needs of children and their families
* Understands the issues involved in the delivery of quality play care
* Understands the issues of equal opportunities
* Provides and facilitates safe and creative play
* Has good communication skills with parents, children and school staff
* Is able to work as part of a team
* Has sound judgement and common sense
* Has sufficient understanding and use of English to ensure the well-being of the children

We can offer:

* a caring and inclusive club with supportive, enthusiastic and dedicated school leaders and staff
* children who are polite and well mannered
* a commitment to high quality professional development
* the opportunity to work as part of an enthusiastic and dynamic team

Application forms are returnable to the HR Officer at digglek@archbishoptempletrust.co.uk. **Please limit your additional information to 2 sides of A4**.

**Closing date:** 5th June 2023 (12noon)

**Interviews:** 8th June 2023 (9.30am onwards)

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an Enhanced Disclosure by the Disclosure and Barring service.*

**** Welcome to The Archbishop Temple Trust

Chief Executive, Canon Jill Pilling

A very warm welcome from The Archbishop Temple Trust. I am deeply proud of our schools, where each individual is welcomed, respected and loved. Our Trust was established on 1st August 2016. Our schools are happy, thriving environments where learning and individual successes are celebrated through our Trust values of faith, hope, love, trust and service.

I passionately believe that each of our schools, while maintaining their distinct character, community and identity, has greatly benefitted from the ethos of collaboration and support that as a Trust we provide. The schools in our Trust are, Bishop Bridgeman Church of England Primary School, St James Church of England Primary School and St Maxentius Church of England Primary School. They are situated in Bolton, each taking a role in their local clusters of schools. We have a very strong link with Manchester Diocese.

Curriculum development is key for providing excellent learning opportunities that enable our children to flourish. Staff from our schools work together to shape the curriculum, sharing good practice and tailoring experiences to meet the needs of individual school communities. We are committed to providing high quality training opportunities for all staff to ensure the very best quality of teaching and learning for every child within our Trust. I am delighted that all our schools are in line with or exceed national standards, due to the combination of high-quality teaching and learning, an engaging curriculum and a shared vision.

Our committed Trustees work closely with the immensely supportive Local Governing Boards and parents to determine the unique direction of each school, to make a difference in their local community.

**Great people……**

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you! For our part, we will provide excellent development opportunities, leadership training and the time to develop all of this so that you can be the best you can be.

Recruiting the right teachers and staff helps us to achieve the goals we set for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our Academies. For this reason, we try to articulate clearly our vision, values and expectations when putting together information for applicants.

We aim to recruit staff who:

* are excited by their role and by the prospect of working with young people, even those who are less well motivated;
* love the processes of learning and teaching and are keen to continually develop their own skills;
* recognise that teaching can be a demanding job but react positively to those demands with resilience;
* wish to make a real difference in the lives of others;
* will subscribe to the ethos of the Trust and ‘go above and beyond’ in terms of time and commitment to get the very best from our children;
* are quick to praise and slow to criticise; and are not afraid to admit to seeing themselves as potential leaders of the future.

**CPD and training**

Continual Professional Development is seen as a priority at all our schools. It is vital that staff have the time to further develop themselves and to stay abreast of changes within education, developing pedagogy and practice through innovative processes which are research based. We have a wide range of strategy groups that meet regularly, including Year2/6 and EYFS, SEND, Personal Development and Welfare, DSL, Curriculum and many more. These groups provide staff with support, sharing of knowledge and skills and a platform to develop leadership skills.

**Vision statement**

Archbishop Temple Trust is committed to improving the life chances of all children. We aim to develop a family of outstanding academies where world-class leaders and teachers put children at the heart of all they do.

**Values and Ethos**

Archbishop Temple Trust is founded in the values of Faith, Hope, Love, Trust and Service firmly rooted in the Christian faith.

Archbishop Temple Trust has been established within the Diocese of Manchester. The Trust is working to support all of its member academies and to develop the culture of mutual support and development. In the Diocesan context each school remains part of the broader family of schools. The commitment to developing a high-quality curriculum, delivered by highly trained staff, quality first teaching and sharing expertise is at the heart of the Trust’s vision and development.

**Aims and Objectives**

1. To enable autonomous outstanding academies within the Trust framework. We will achieve this by:

\* ensuring rapid progress to outstanding for all schools.

\* retaining and developing Christian distinctiveness and character of each academy.

\* welcoming all schools into the Trust and securing excellent outcomes for all schools.

\* providing stability and strength in governance and leadership.

\* encouraging innovation and sound decision making.

\* building capacity and resilience.

2. To be recognised as a Trust with outstanding learning opportunities. We will achieve this by:

\* raising aspirations to secure high levels of academic achievement.

\* providing a wide range of memorable learning opportunities.

\* ensuring equality of opportunity within a safe nurturing environment.

3. To maintain and develop rigorous Trust wide school improvement programmes to support staff and Governors in raising achievement. We will achieve this by:

\* ensuring effective Governance together with ambitious and determined leadership,

securing the best outcomes for our academy communities.

\* valuing committed, reflective, positive staff who challenge themselves to be creative

and take risks enabling outstanding performance.

\* developing leadership capacity within the Trust.

\* providing continual professional development and promoting a well-resourced, high

quality environment.

4. Every school in the Trust becomes the school of choice for parents, staff and Governors.

\* each academy is recognised as a centre of learning excellence, disseminating best

practice within and across the Trust.

\* become the employer of choice.

\* successful engagement with parents/ carers and the local community to support pupil

progress, well-being and achievement.

5. To establish a financial foundation to enable the Trust to fulfil its vision.

6. To promote the Trust’s core values at all times.

Canon Jill Pilling CEO

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***Archbishop Temple Trust is founded in the values of Faith, Hope, Love, Trust and Service firmly rooted in the Christian faith.***

Dear Applicant

Thank you for your interest in the current vacancy within the Trust.

We want to create an environment where *everyone* matters and *everyone* is involved in continuing to move the school forward. If you can work collaboratively, are emotionally intelligent and resilient, then Archbishop Temple Trust is a fantastic place to be.

All schools are judged as Good by Ofsted and have Good/Outstanding SIAMs Inspections. We are forward thinking with high aspirations for all. We are not complacent and constantly aim to improve all aspects of our work.

You will find further information about the school on the respective websites. We hope that you will find the details informative and of interest to you.  If there is anything else you would like to know please contact me.

If you have not been contacted within ten days of the closing date, please assume your application has been unsuccessful.  Whatever the outcome, we thank you for the interest shown.

Yours sincerely

**Mrs Nikki Patel**

**School Improvement Director**

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## **Max Club**

# **Play Worker Job Description**

**Job summary:** Assist with day to day activities of the club

Provide quality playcare within the framework of the club’s

policies and procedures

**Line manager:** Deputy head teacher

**Responsible for:** Not applicable

**Working relationships:** Children attending the club and their parents/carers

Management and staff, including students and volunteers

Schools and registering authorities

**Main duties include:**

* Assist with planning, preparing and delivering quality play opportunities within a safe and caring environment.
* Providing comprehensive care for the children including collecting them from school and delivering them safely to parents or carers.
* Setting up the play space including moving furniture and play equipment.
* Providing refreshments and ensuring that hygiene, health and safety standards are met.
* Administering first aid when necessary.
* Consulting with children and involving them in planning activities.
* Helping with club administration, where necessary.
* Encouraging parental involvement in the club.
* Facilitating good communication with all members of the organisation, parents, and schools.
* Undertaking appropriate and relevant training.
* Keeping the work environment clean, healthy, safe and secure.
* Working within the framework of the club’s policies and procedures.

**Person specification**

|  |  |
| --- | --- |
| **Essential qualities** | **Desirable qualities** |
| * Experience of working with 4 to 11 year olds * Understanding the varied needs of children and their families * Understanding the issues involved in the delivery of quality play care * Understanding the issues of equal opportunities * Provide and facilitate safe and creative play * Good communication skills * Able to work as part of a team * Sound judgement and common sense * Sufficient understanding and use of English to ensure the well-being of the children\* | * Experience of working within a play-based setting * Experience of administration * Competent in using IT to support play and club administration * Ability to work on own initiative * Relevant qualification or willingness to work towards this * Appropriate child protection training * Current Paediatric First Aid Certificate * Food Hygiene Certificate |

*\* Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017*

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**How to apply**

We hope that you have enjoyed reading about the Archbishop Temple Trust and our school and that you will feel able to apply for this post.

Please complete the **downloadable** **application form.** Please do not send CVs or open references as part of your application as these will not be considered.

It is important that you provide a complete employment history from when you left full time education. If the application form is not fully completed or has unexplained gaps in your employment history, your application will not be considered. Copies of your qualifications will be required at the interview stage; please do not send these with your application.

Please also write **a letter of no more than two sides of A4** to explain why you want to work within our Trust, why you are the best candidate for the post and what you would contribute to our schools, with examples from your recent work if possible.

Please let us have both the supporting letter and the application form by **noon** on **Monday 17th April 2023 (noon)** as we will not be able to consider applications received after that.

In accordance with the Data Protection Act, the details provided in the application form will be used for selection and interview procedures, and for employment records if your application is successful.

If you are disabled, please give details of how we can ensure that you are offered a fair selection and interview process.

Successful candidates will be asked to provide, prior to taking up the appointment, documentary evidence (including National Insurance number) showing their entitlement to work in the UK. We will also carry out an enhanced DBS and declaration of health check. References will also be required in line with Keeping Children Safe in Education 2019.

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**St Maxentius Church of England Primary School**



At St Maxentius CE Primary School, we are a strong community, based on Christian beliefs and values, with an understanding of the awe and wonder of God, His word and His love. We work together to provide an environment where everyone is happy, confident, secure and achieving. We strive to empower all to reach their potential in a loving, respectful, creative environment.

Children at St Maxentius thrive in a broad and balanced curriculum. Pupils experience a curriculum that is knowledge rich, diverse, exciting and pupils talk with confidence and enthusiasm about their learning. Pupils are proud of their achievements and have high aspirations for their future.

The staff of St Maxentius are welcoming, dedicated and passionate advocates for the children. They truly do ‘believe and achieve together’. All members of the school community are positive and focussed on pupils achieving their own very best and they go above and beyond to support each other.

St Maxentius is proud to be within the Archbishop Temple Trust and have benefitted immensely from joining the Trust. Being part of a family of schools with the same strong aims and vision has enabled us to raise standards for pupils, develop staff expertise and support each other at times of challenge. Pupils work together across the Trust and have built relationships through working on projects together, adding to the already broad curriculum within school.

St Maxentius is truly a special place to work, with a strong and dedicated community ready to support the school on its next journey. Thank you for considering St Maxentius for your future.



Mrs Lisa Cousen

Headteacher