

William Morris Recruitment Pack

After School Club Assistant



Dear applicant,

Thank you for your interest in working at William Morris Primary School.

Come and work in our school, with a fab staff team, where teaching and learning is fun and exciting!

William Morris is a happy place to teach and learn. Our team is a family growing together to develop our school for the children. We are welcoming and supportive. The children at William Morris are friendly and engaged, they are keen to learn and have strong positive relationships with staff.

We provide a popular and successful after school club to children attending our school and would like to recruit an after school club assistant who will be part of our after school club team and ensure that our children have the opportunity to take part in a range of fun activities in a safe and nurturing environment. Children from Nursery to Year 6 attend our provision from 3-5.50pm Monday-Thursday and from 3-5pm on Friday.



Our Life Skills Curriculum

At William Morris our curriculum includes developing children's personal life skills and the qualities children will need growing up in a world of change. This includes developing skills such as: personal confidence, conversation skills, perseverance and collaboration skills.

Life Skills have been developed with staff, parents and governors who were all invited to share specific skills, achievements, experiences and behaviours which they would like a child at William Morris to experience or learn.





Teamwork

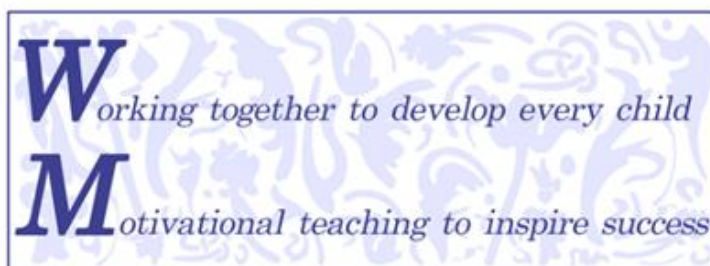
Our great staff team work collaboratively together and we promote staff work/life balance. We are committed to CPD - the successful applicant will have the opportunity to work alongside a talented and passionate team in school and across The Blue Kite Trust. There are future career opportunities within our growing multi academy trust.

We would be happy to show you around our school - please contact the school office to arrange a tour.

We look forward to hearing from you.

Yours sincerely

Mrs J Fraser
Headteacher



Safer Recruitment Statement

William Morris 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 appointments will be subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) Disclosure, medical pre employment checks, Disqualification Declaration and proof of Right to Work in the UK. References will be contacted and checked prior to interview (if you do not wish us to contact references prior to interview please make this clear on your application). Proof of qualifications will be required and failure to disclose any other required information may render applicants liable to disqualification or dismissal if appointed, were the failure to come to light. Therefore it is imperative that you provide all relevant information requested in order to meet this safeguarding commitment.

For further information and to speak to the Headteacher, please contact the school office on 01793 299022 or look at our school website www.williammorrisprimary.co.uk



After School Club Assistant Job Description

Job title:	After School Club Assistant
School/Service:	William Morris Primary School
Grade:	J or K Grade Depending On Experience
Line Manager:	Headteacher/After School Club Manager

Job Purpose

Under the direction of the Line Manager, provide high standards of care, creative play opportunities and age appropriate activities in a homely, nurturing, fun and safe environment for children between the ages of 4–11 years old.

To carry out the preparation, serving and cleaning duties associated with providing a snack tea. Support the school's inclusive provision and promote approaches that raise the quality and achievement of inclusive education for all pupils.

Key Accountabilities

- To provide a welcoming environment to parents/carers and children
- To assist in providing appropriate and varied activities and games for the children to participate in
- To maintain positive behaviour management practice and promote inclusion, respect and trust
- To maintain a daily register of children attending
- To prepare and serve snack tea to children, who will participate in preparing their own snack
- To operate kitchen machinery such as dishwashers, microwave etc as required
- To carry out the washing up of all dishes, cutlery, working surfaces and floors as instructed
- To maintain standards of hygiene and cleanliness and observe all requirements of the Health and Safety at Work Act
- To prepare the serving area, and serve snack to the children at the specified time, and clearing away afterwards
- To administer first aid as required
- To ensure that the signing out process is carried out in line with safeguarding procedures

Supplementary Accountabilities

Working with children with English as an additional language or with special educational needs

Knowledge and Experience

- Good numeracy and literacy skills
- Ability to communicate clearly and work as part of a team
- Valid food hygiene certificate is desirable but training can be arranged
- Willingness to undertake training, particularly food hygiene, health & safety and child protection training
- Ability to use relevant equipment
- Ability to relate well to children and adults
- Level 2 or 3 qualification in child care or equivalent and/or experience of working with children

Personal Qualities

Displays warmth, care, sensitivity and professionalism in dealing with children and their parents

Understand what constitutes appropriate and successful relationships with children and parents/carers

A commitment to safeguarding and promoting the personal welfare of children in school.

Effective organisational skills

Using a positive approach to promote excellent behaviour

Understand and ensure confidentiality

Good communication skills with a range of stakeholders

Friendly, cheerful and calm at all times

Above all, you need to be passionate about children's education and wellbeing, to want the very best for them and be prepared to put their needs first

Contacts and relationships

The post holder will be required to establish good working relationships with school staff, parents and children. There will be frequent contact with parents/carers

Safeguarding

To put into practice the school's Child Protection procedures to ensure our pupils are safe

To ensure that all health & safety, first aid and hygiene policies are adhered to at all times

The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policies.

In accordance with the provisions of the Data Protection Act 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the schools procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

The Blue Kite Trust is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Person specification

criteria	qualities	
Qualifications and training	• Good general level of education to include Maths and English GCSE grade 4 or above • First aid training (or willingness to complete it) • Level 3 Childcare Qualification and/or equivalent	E D - training will be provided in safeguarding and child protection, first aid and food safety D
Experience	• Working or volunteering with children or young people • Delivering activities to engage pupils and support development • Working with the Public/parents • Experience working in a school with children • Experience of working with children with SEND	E D D D D
Skills and knowledge	• Ability to interact well with children and help create a fun and safe environment • Ability to use own initiative and take action accordingly • Effective communication with adults and children • Ability to act upon instructions • Ability to take a firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues • Strong and competent communicator and leader • Work effectively as a team player	E E E E E E E E

Personal qualities	• Displays warmth, care and sensitivity in dealing with children and their parents	E
	• Understand what constitutes appropriate and successful relationships with children and parents/carers	E
	• A commitment to safeguarding, equality and diversity and inclusion and promoting the personal welfare of children in school.	E
	• Effective organisational skills	
	• Using a positive approach to promote excellent behaviour	E
	• Understand and ensure confidentiality	E
	• Good communication skills with a range of stakeholders	E
	• Friendly, cheerful and calm at all times with a good sense of humour!	E
	• Above all, you need to be passionate about children's education and wellbeing, to want the very best for them and be prepared to put their needs first	E

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____