



# **RECRUITMENT PACK**

**Breakfast & After School Club Leader**

**Grade 5**

**Monday to Friday**

**7.30am to 8.40am and 3.00am to 5.30pm**

**Term time only**

**Start Date: As soon as possible**

**Closing Date: Tuesday 5<sup>th</sup> May at 9am**

**12-month FTC**



## **Introduction from the Headteacher**

Finstock Church of England Primary School sits at the heart of the village and plays an important role in the local community. We have good links with our local church, and we endeavour to help all our children develop their understanding of the Christian faith.

We have high expectations and work hard each day to live out our Christian Vision to provide all children with the highest level of academic curriculum and pastoral care, with opportunities for spiritual growth and intellectual enquiry. We pride ourselves on our happy, friendly, and caring atmosphere.

At Finstock each child grows knowing that they belong to our school family and that our school family belongs to them. This knowledge fosters a pride in their school and its achievements, and an understanding that each individual is a very important part of the whole.

We are extremely fortunate to be part of our wider family of The MILL Academy Trust; Motivate, Inspire, Learn and Lead are values that underpin our behaviours. We are afforded so many opportunities by being part of a larger family and are so incredibly grateful for the benefits we receive.



## **Our approach**

This is a hugely exciting time for our family of schools as we are presented with a rare opportunity to make a real difference to the lives and life chances of so many children and young people. Our vision is to enable individual schools to flourish whilst remaining integral to the communities they serve.

Here we think deeply about how we can have the biggest impact on pupils. In a world where the algorithms of life give us more of the same, we believe education has the role to give children something different. We continually ask ourselves the following five questions:

- Are we securing equity?
- Is our leadership driving school improvement?
- Is our curriculum irresistible?
- Are we research informed?
- Are we deploying resources effectively?

All schools in our Trust have a culture of compassion underpinned by high expectations and understanding. We have three rules: ready, respectful, and safe. We are a truly inclusive organization and passionately believe that every child has a right to mainstream education.

Finstock Church of England Primary School is a small school with a huge heart. We have a culture of compassion and high expectations. We are extremely proud of our commitment to providing the highest quality learning opportunities for our pupils. We are a hard-working and dedicated team with a strong moral purpose.

## **Our curriculum principles**

Our curriculum is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning. We are truly inclusive; children are grouped in fluid and flexible progress groups to ensure no child is left behind. We believe that all children are entitled to the arts and the outdoors. Oracy wraps around our knowledge - rich curriculum; we explicitly teach the physical, linguistic, cognitive, social, and emotional strands throughout our curriculum. We believe that children deserve an education rich in wonder and memorable experience. Where creativity and curiosity flourish, alongside the purposeful acquisition of knowledge and skills. We believe this helps children become well rounded, happy individuals, ready to succeed in an ever-changing world.

## **Professional development**



We provide excellent professional development through a strategic programme.

Finstock Church of England Primary School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be conditional on receipt of enhanced DBS clearance, satisfactory references, and other relevant pre-employment checks.

All staff at Finstock Church of England Primary School have a responsibility to co-operate with and follow all Health and Safety requirements in accordance with the school Health and Safety Policy.

If you are interested in working in a small school in a forward-thinking Trust, then Finstock Church of England Primary School could well be the place for you.

**Leanne Dixon**  
**Headteacher**

### **The opportunity**

**Position: Breakfast & After School Club Leader**

**Working Hours: Part time – 18 hours and 20 minutes per week term time only**

**Required: As soon as possible**

We would like to appoint a person who is motivated, committed, and reliable to run our wraparound care - Breakfast Club and After School Club. The hours of work would be Monday to Friday, 7.30-9am and 2.45-5.15pm, during school term times only.

We are an exciting place to learn and work, and our professional development is second to none, so the successful candidate can be assured of receiving outstanding support in order to further develop their career.



## **Selection Criteria**

### **Essential**

- Experience of working with children or young people
- Experience of planning activities to engage pupils and support development
- First aid training (or willingness to complete it)
- Certificate in Food Hygiene (or willingness to complete it)

### **Desirable**

- Level 3 early years/childcare qualification

## **Job Description: Breakfast and After School Club Leader**

### **Main purpose**

Manage the day-to-day running of the extended provision to ensure the safety and wellbeing of pupils in your care. This will involve preparing engaging activities, preparing snacks, and making sure all relevant policies and procedures are followed.

### **Duties and responsibilities**



### **Planning and delivering activities**

- Plan and deliver age-appropriate activities and experiences to support pupils' development
- Supervise pupils during activities and help to resolve issues between pupils
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers
- Manage stock of resources necessary to carry out planned activities

### **Health and safety**

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor and major incidents
- Record details of incidents in line with the school's reporting procedure
- Feedback concerns relating to pupils' health and safety to a senior member of staff
- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
- Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits)
- Co-ordinate and offer support with setting up and putting away all equipment safely

### **Behaviour**

- Report any incidents in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

### **Working with others**

- Co-ordinate staffing the provision, ensuring any absences are covered as appropriate
- Work with external agencies as appropriate
- Encourage parental involvement and attendance to the club by promoting it in external communications (e.g., newsletters) and events (e.g., open days)

### **Safeguarding**

- Keep accurate attendance records and report non-attendance in line with school procedures
- Be responsible for pupils until the school day starts / a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness



- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Report any concerns to a DSL following school procedure

#### **Other areas of responsibility**

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

**For all staff** - You have specific responsibilities under Health & Safety / Child Protection legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety, or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding children / child protection concerns to a senior member of staff.
- Attend safeguarding training as requested.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in job commensurate with the grade or job title.



## **Working with Children and Safeguarding**

The MILL Academy is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates are required to have enhanced DBS clearance and will need to undertake the DBS check with our organisation. Other relevant pre-employment checks will also be carried out including references from present and previous employers, a confidential health check and internet/social media checks.

### **What we can offer you:**

- A hard working and committed team of colleagues
- Competitive salary with upper pay scales above the usual national levels
- Regular programmes of professional development to Teacher Development Trust Gold Standard
- Support for and commitment to your future training and development needs
- On-site free car parking
- Cycle to work salary sacrifice scheme
- Annual free flu vaccination
- 24/7 employee assistance wellbeing scheme

## **The Application Process**

We are seeking to appoint the best possible candidate, and our recruitment process will reflect our desire to undertake all possible measures to achieve this.



Applicants should download and complete the support staff application form from our website. Applications should be returned to [jobs@millacademy.co.uk](mailto:jobs@millacademy.co.uk)

Visits to the school prior to interview are also encouraged and warmly welcomed and can be arranged with the HR Team. If you have any queries about this role, please do not hesitate to contact the HR Team on 01993 848166 or email [jobs@millacademy.co.uk](mailto:jobs@millacademy.co.uk).

The closing date for applications is **Tuesday 5<sup>th</sup> May at 9am**. Shortlisting will take during that week, and candidates will only be notified if they are successful in being called for interview. Applications may be considered as soon as they are received, and the Trust reserves the right to withdraw the vacancy at an earlier date if a suitable applicant is found.

If you decide you want to be part of our team, we look forward to hearing from you and to receiving your completed application form.