

After School Club Assistant – Preston Primary School

Closing Date: 9am on Friday 2nd February 2018

Benefits & Grade

Grade C SCP 8-10

Contract Details

Term time only

Contract Hours

6.25 hours per week minimum 3.15pm – 4.30pm – Monday, Tuesday, Wednesday, Thursday and Friday

Any further hours completed at After School Club, which may be up to 5.30pm nightly will be on an overtime rate via timesheets.

Disclosure

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check.

Job Description

We are looking to appoint a highly motivated and effective After School Club Assistant to assist with the day to day running of the after school club. This is an excellent opportunity for an experienced candidate. The successful candidate will work closely with the Headteacher, the manager and the Admin staff to;

- deliver a program of interesting and educational of activities
- assist in the day to day administration
- assist in the preparation of healthy snacks
- ensure the high expectations of the school are followed

The successful candidate will work 3.15pm to at least 4.30pm Monday, Tuesday, Wednesday, Thursday and Friday. However the school operates a booking system whereby the parents can request after school club until 5.30pm. The successful candidate will therefore have guaranteed minimum hours over the five days but an expectation that they will work until the end booking point. All additional hours will be paid at an overtime rate via a monthly timesheet. Previous experience of working alongside children is preferred. We will provide on-going training to support your personal and professional development

In return we offer an established, caring and nurturing staff team dedicated to developing the whole child. Preston Primary School is a one form entry school situated within the Eaglescliffe community. The school has a strong academic reputation and is committed to being able to support children in all aspects of their learning.

Visits to the school are strongly advised and we welcome all applicants.

For more information about the school, our website can be found at www.prestonprimary.co.uk

Interviews to be held week beginning 5th February 2018

Visits to school are warmly welcomed and we would ask that you telephone first to make an appointment.

This vacancy closes at 9am on Friday 2nd February 2018
Shortlisting will take place on the afternoon of the Friday 2nd February 2018
Interviews will be week commencing 5th February 2018

More Information Obtainable

Application forms, job descriptions and person specifications are available via the school website at www.prestonprimary.co.uk under the vacancies section.

Completed applications must be returned by post to the School please do not send electronically. Applications received after the closing time will not be considered.

Preston Primary School, Laurel Road, Eaglescliffe, Stockton-on-Tees, TS16 0BE
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Head Teacher: Mrs S Richardson