

Vane Road Primary School



Out of Hours Club Supervisory Assistant

Pay Scale: Grade 2, Scale Point 3-4 (£12,988-£13,191 actual salary)

Contract: Whole time

Required: ASAP

Permanent

Term time hours:	Monday – Friday	7:30am – 9am
	Monday – Friday	2:30pm – 6pm
Holiday hours:	Monday – Friday	7:30am – 6pm

20 hours to be worked **within** the above times, club staff work on a rota and overtime may be available depending on pupil numbers and club requirements.

Are you looking for a new and exciting opportunity? Do you have a genuine desire to create something extraordinary for the children in our care? If so, Vane Road Primary School may just be looking for you...

This role will be coming in to support in our well-established Wraparound Care setting and continuing to provide an excellent provision for the families at our school. It will be to cover staff absence, staff holidays and support during busy periods as and when required.

If you think you'd like to work with us, please read the job description and complete an application form, which should be returned to Miss Laura, Tomkins, School Business Manager, ltomkins@vaneroad.lingfieldtrust.org.uk

Closing Date: 12 noon Friday 27th June 2025

Shortlisting: Friday 27th June 2025

Interviews: w/c 30th June 2025

Job Description

POST TITLE : Out of Hours Childcare Assistant

GRADE : 2

JOB PURPOSE : To support in the childcare and delivery of our holiday Club and before and after school clubs. Ensure the provision operates within relevant legislation and regulations, the children are kept safe and that relevant educational and recreational activities take place.

MAIN DUTIES/RESPONSIBILITIES

1. Ensuring a diverse, relevant and varied programme of activities takes place using the facilities provided.
2. Checking equipment regularly to ensure safe use across the provision.
3. Building strong professional relationships with parents, carers and other visitors to make sure everyone is made to feel welcome and that they receive the appropriate information and advice in a timely manner.
4. Maintaining accurate records.
5. Administering basic first aid where necessary.
6. Assist in preparing and serving healthy snacks and meals where appropriate.
7. To support in the setting up and clearing away of all activities and equipment at the beginning and end of each session.
8. To undertake such personal training that may be deemed necessary to meet the duties of the post.
9. This post involves a high level of contact with, and responsibility for children.
10. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, including adhering to all specified procedures.
11. The post holder must carry out his/her duties with full regard to the all the Trust's policies and procedures in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
12. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

This is not an exhaustive list. The post holder will be required to undertake any other duties of a similar nature related to the post which may be required from time to time and are considered reasonable for the post.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.



Person Specification

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Minimum NVQ L2 in Childcare Willing to complete Paediatric First Aid and Food Hygiene Training		D1	Paediatric First Aid Training	AF/I/R/C
				D2	Food Hygiene Training	
Experience & Knowledge	E2	Experience of working in a similar environment providing educational and recreational activities	AF/I/R	D3	Knowledge of Health and Safety practices at work relating to spillages, trips and falls	AF/I/R
	E3	Experience of working with primary school age children	AF/I/R	D4	Knowledge of the EYFS	AF/I/R AF/I/R
Skills	E4	Be able to work as part of a team but also on own initiative Basic record keeping skills	AF/I/R			
	E5		AF/I/R			
	E6	Ability to effectively communicate orally with colleagues and children	AF/I/R			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E7	Ability to build professional relationships with a range of people including parents, children and colleagues.	AF/I/R			
Personal Attributes	E8	Friendly and approachable manner	AF/I/R			
	E9	Calm and confident	AF/I/R			
	E10	Flexible approach	AF/I/R			
Special Requirements	E11	Motivation to work with children	I/R/D		Motivation to work with children	AF/I/R
	E12	Ability to form and maintain appropriate relationships and personal boundaries with children	I/R/D		Ability to form and maintain appropriate relationships and personal boundaries with children	AF/I/R
	E13	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining	I/R/D			
	E14	Suitability to work with children	R/D		Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining	AF/I/R

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references & an enhanced DBS.