**Sacred Heart R.C.P. School**

**AFTER SCHOOL CLUB ASSISTANT.**

**TEMPORARY CONTRACT until 31st August 2020**

**REQUIRED: 1st September 2019**

**Term time**

**3:15pm – 5:45pm.**

**Grade C**

The Governing Body are looking to appoint an After School Club Assistant to support our new After School Club,

Main Duties:

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| * Provide support and a safe and secure environment for all children including those with additional requirements
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| * To take all steps necessary in order to ensure the safety and well-being of the children and members of staff for whom you are responsible
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| * In collaboration with colleagues, provide a high quality, safe play and care environment for children during club hours
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| * To meet legal requirements of the EYFS framework
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| * To establish good relationships with the parents of children who attend the club
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| * To work closely with members of the school’s staff in order to achieve a smooth transition between school and the club activities and to ensure that a common ethos is established and promoted between school and club
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| * To take responsibility for appropriate parts of the school’s premises during club activities and work closely with the school’s caretaker
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| * To promote the club at school events for example during ‘new intake’ parents’ meetings
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| * To ensure that high quality promotional materials and administration documents are available to school staff at all times.
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Please apply using the CES application form.

**Closing date: Thursday 4th July 2019 ( 12:00pm )**

**Interviews: Tuesday 9th July 2019**

Applications should be addressed to The Governing Body, and e-mailed care of the Headteacher: head@sacred-heart.bolton.sch.uk

*References will be sought prior to interview and the appointment will be subject to an enhanced DBS check.*

*A CES contract will be offered to the successful candidate.*

*Sacred Heart R.C. 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. Successful candidates are subject to an enhanced disclosure from the Disclosure & Barring Service. The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.*