

			
School Name		Bowsland Green Primary	
E-mail Address		school@bowsland.org.uk	
Post Title and Number of Positions for Vacancy		After School Club Supervisor	
Reason For Vacancy (i.e. Maternity Cover)			
Start Date for Post		21/01/19 or as soon as possible around this date.	
Contract Type		Permanent	
Reason for Contract and End Date (if not a permanent contract, refer to guidance on the use of fixed term/temporary contracts under Policies and Procedures).			
Work Type		Part Time	
		TTO	
Total Hours of Work & work pattern		18.5 hrs per week – 3pm to 6.30pm Monday to Friday (with 1 hour per week to shop for resources and 30 minutes per day to include securing and locking school after the club has closed.)	
Factor (Include for Support Staff, TTO)		43.5	No. of Weeks Worked per Year 38
Salary Range (Include top and bottom of salary range for all staff including teachers) <i>i.e. Main/Upper £22244 - £37871</i>		Grade: Hay 11	
		Bottom of Salary range:	17,681
		Top of Salary Range:	18,672
Other Allowances (i.e. TLR, SEN, include value)			
Subject			
Vacancy Details (including a statement about safer recruitment, and disqualification by association (<i>if relevant</i>) see example).		<p>Bowsland Green are looking for a caring, enthusiastic person to lead our After School Club</p> <p>We are looking for someone who can:</p> <ul style="list-style-type: none"> Provide a welcoming and supportive environment for the children Support the aims and ethos of the school. Be responsible for the management of the behaviour of members of the club. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person Shop for provisions to resource the club Assist with the tidying of the venue after use and prompt children for taking responsibility for caring for the ASC environment Monitor attendance and success of our children, especially those with particular needs Promote diversity, support difference and ensure all children have equal access to opportunities Participate in training, other learning activities and performance development as required To hold a current Paediatric First Aid certificate (or willingness to undertake the training) Administer First Aid in line with procedures <p>In return we can offer you:</p>	

	<p>A friendly environment with an energetic, hard-working team Polite, well behaved children Supportive families A brilliant school environment to nurture our young people!</p> <p><i>The school is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check.</i></p> <p><i>Some roles may need to comply with the 'Childcare Act 2006' and the 'Childcare (Disqualification) Regulations 2009' where additional disclosure of information will be required.</i></p>
Closing Date	Wednesday 09th January 2019 Interviews Tuesday 15th January 2019 - PM
Instructions on How to Apply for Post	<p>For an application form and further details please visit our website and download the documents from www.bowslandgreen.org.uk If you have any queries, please e-mail the school at school@bowsland.org.uk. Please contact the school office on 01454 866766 to arrange a visit. Applications should be emailed to school@bowsland.org.uk.</p>
Date Sent to HR for Schools'	21/12/2018