

**THE WALLACE HIGH SCHOOL**

**PREPARATORY DEPARTMENT**

**RECRUITMENT**

**POST TITLE:** After School Club Assistant (Preparatory Department)

**HOURS:** Monday-Friday 2.00pm – 5.45pm (term time)

**PURPOSE:** To assist in providing a safe, high quality care and play opportunities for children within the After School Club and assist in its day to day organisation, operation and administration in line with the Minimum Standards for Childminding and Day Care for Children Under Age 12 (DHSSPS, 2012).

**RATE OF PAY:** This post is based on NJC Scale Point 2 for which the full time salary is £17,711. This equates to a pro rata term time salary of £7,674. Additional hours will be paid pro rata at the hourly rate of £9.43.

**RESPONSIBLE TO:** The Principal through the After School Manager, Bursar and Head of Preparatory Department

**GENERAL INFORMATION**

The Wallace High School is a co-educational, voluntary grammar school founded in 1880 which provides education for pupils from the age of two and ten months to the age of eighteen. The Preparatory Department is a purpose-built facility which retains its own identity whilst, at the same time, remaining an integral part of the grammar school.

The School wishes to recruit an assistant to support the work of our After School Club. The position would be of interest to those wishing to commence a career in childcare or already working within this area.

The School welcomes applications from those individuals who do not currently hold a Level 3+ qualification providing they undertake a commitment to achieve the necessary qualification within two years.

**MAIN DUTIES AND RESPONSIBILITIES**

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| * To assist the After School Manager in ensuring that the After School Club is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and any fire drills or other evacuation procedures are carried out effectively. * To assist in ensuring full compliance of the Minimum Standards for Childminding and Day Care for Children Under Age 12 (DHSSPS, 2012). |
| * To assist in the planning and delivery of high quality, engaging and interesting activities. |
| * To report any issue of concern to your line manager (After School Manager) or in their absence to the appropriate person within the school; |
| * To assist with the day to day administration of the Club including the keeping of proper records and other administrative tasks including incident and accident forms and books, information for the billing of parents and the purchasing of relevant materials and equipment; * To assist in the preparation of the After School Club’s annual Inspection by Social Services. |
| * To assist in the delivery of effective first aid if necessary; * To work with the catering contractor to order snacks and oversee the distribution of snacks during the course of the After School Club * To work within the School’s policies, procedures and practices including behaviour management, child protection, health and safety, equal opportunities etc. |
| * To carry out any other reasonable tasks within your competence as requested from time to time by your line manager. |
| * To attend any training courses or seminars either organised by the school or paid for by the school to further your professional development. |

* To undertake such other duties as may be assigned by the Head of

Preparatory Department/Bursar/Principal within the level of the post.

**RECRUITMENT CRITERIA**

**Essential Criteria:**

* Hold a QCF Level 3 Diploma (or higher) in either Playwork or Child Care, Learning and Development or equivalent.

OR

* Agree to register, within the first year of employment, with a vocational training provider which will lead to a relevant qualification (QCF). This qualification must be completed within two years. Financial support will be available from the School to do so.

It is the responsibility of the applicant to clearly state their qualifications that enable them to take up this post.

**Desirable Criteria:**

* Previous experience of working in an after school or day nursery setting, in a voluntary or paid capacity within the last three years.
* Hold a valid Level 2 Food Hygiene Certificate
* Hold a valid Paediatric First Aid Qualification
* Minimum of GCSE English and Mathematics at Grade C or higher
* Working knowledge of the Minimum Standards for Childminding and Day Care for Children Under Age 12 (DHSSPS, 2012)

The successful applicant must be able to work in a team and co-operate with other team members. Applicants must be interested in the well-being of children and must demonstrate excellent interpersonal skills.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of appointment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.

Please note that the Board of Governors reserves the right to enhance criteria to facilitate shortlisting.

**APPLICATIONS**

It is preferred that application forms are emailed to [recruit@wallacehigh.net](mailto:recruit@wallacehigh.net) An acknowledgement will be sent by return of email. Applicants should ensure that they **indicate clearly on their application form which post they are applying for** and how they meet the criteria.

The closing date for receipt of application forms is **Wednesday, 18 December 2019** at **12.00pm**.

In order to comply with DE guidelines on Child Protection shortlisted applicants should bring an original birth certificate and /or marriage certificate (if appropriate) plus photographic ID to their interview.

NB: It is an offence for an individual who is on either of the Department’s Lists (UP List and/or List 99), or who is the subject of a disqualification order from the courts, to apply for, or offer to do any work, paid or unpaid, in a regulated position.