
Grade 5 SCP 17-21

Term Part time, 31.25 hours pro rata

Term time only

Perm / Temporary for 1 year, in the first
Temp instance, with a view to being made
permanent.

Required From 01/09/2018

Closing 12 noon 09/07/2018
Date

Location

Tarleton Community Primary School, Hesketh Lane, Tarleton, Lancashire, PR4 6AT

Tel: 01772 812547

School Website: www.tarletoncommunityprimary.co.uk

We are looking for an inspirational person to lead our new breakfast and after school provision which commences in September 2018. We want someone who goes the extra mile for our children and ensures that they are safe, nurtured and is well organised and able to plan a variety of fun activities across an age range of children, whilst also managing our staff so they too can offer the best service to our children. We are a forward thinking, friendly school at the heart of our community. Have you got what it takes to become a member of Team TCP and help our children to realise their potential?

You will:

- Be passionate about providing the best possible environment for our children
- Be warm, friendly and approachable to our parents
- Be well organised and able to plan exiting activities and complete administration tasks to a high standard
- Be an inspirational supervisor and lead by example
- Have a good knowledge and understanding of children's development
- Be able to implement and develop policies
- Work collaboratively within our team
- Be able to use IT effectively
- Go the extra mile in terms of time and effort

We can offer:

- Extraordinary children who are a pleasure to be with
- Fantastic CPD both in-house and through membership of two clusters of schools
- A system of supervision to support your well-being as a member of our team
- Opportunities to advance your career and gain new skills
- An excellent and friendly team of colleagues who will support you
- Committed and supported parents
- A strong and supportive Governing Body

This post is temporary, in the first instance, for 1 year, with a view to being made permanent.

More information about the school can be found from our school website:
www.tarletoncommunityprimary.co.uk

If you are a highly motivated, experienced person who ensures all their children do their best and are excited by this new opportunity then we want to hear from you!

Working hours will be 31.25 hours a week, term time only, pro rata:

- 7.15am to 9.15am
- 3.00pm to 6.15pm
- An additional 5 hours per week for administrative duties TBA

Essential Qualifications: Relevant Child Care Qualification (Level 3 or equivalent)

Essential Experience: Experience of working with or caring for primary school aged children

Experience of undertaking administrative tasks

Experience of managing staff

Applications should include the attached application form, along with a letter of application. When writing your letter of application, please evidence each of the person specification criteria, giving concrete examples for each point and demonstrating impact.

Important Dates:

Closing date: Monday 9th July at 12 noon

Shortlisting: Monday 9th July 2018

Interview: Monday 16th July 2018

We are committed to safeguarding and promoting the welfare of children.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.

Lancashire County Council has a Policy Statement on the Recruitment of Ex-offenders this is available to all applicants upon request.

Proposed Interview Date: 16th July 2018

For an informal discussion please contact: Chris Upton (Headteacher)

Prospective candidates are warmly encouraged to visit the school

Please telephone the school office to book on a tour of the school. Tel: 01772 812547

Application form is attached.

Completed applications can be emailed to the School Business Manager, Gail Jones, at bursar@tarletoncommunity.lancs.sch.uk before 12 noon on Monday 9th July 2018. Please put the word application in the subject header.