



Shirley Community Primary School & Preschool

Headteacher: John Cattermole

Play Leader - Breakfast and After School Club

Responsible to: Deputy Headteacher

Pay Scale: Level 2 Point 6 (£11.62/hour)

Hours: 7.30-8.45am and 3-6pm - Monday to Friday (21.25 hours per week)

This is a permanent post, on completion of a successful probationary period.

Start Date: Effective immediately

The After School Club Leader will be the heart and soul of our popular Breakfast and After school Club. We are therefore looking for a hardworking, enthusiastic and experienced individual with a passion for working with children, to join the team as soon as possible.

The successful candidate will lead and contribute to a variety of activities, such as: art and craft, cooking, sports, games and mindfulness activities. The post holder will inspire their team to create a fantastic atmosphere that helps make the after school time relaxing and enjoyable for all the children involved.

The After School Club Leader is responsible for supervising the children, ensuring their safety at all times, engaging with them in aspects of play and conversation, setting up activities for children to optionally take part in, meeting and greeting parents and providing them with feedback on their child's time at the club. The postholder will ensure that all staff in the team strictly adhere to the safeguarding requirements of the school. In addition to the above duties, the postholder will oversee the entire operation with further responsibility for planning the structure, managing staff, handling bookings, organising sessions and liaising with parents.

The successful candidate must possess the following skills and attributes:

- NVQ level 3 childcare qualification;
- Paediatric First Aid qualification (desirable);
- Previous experience of working with children;
- Enthusiastic and organised with excellent communication skills and good sense of initiative;
- Fun loving, caring, responsible, compassionate, committed, creative, responsible;
- Flexible team player willing to take on various tasks as required.

Please contact Sarah Jelliman for a copy of the job description, person specification and an application form. A completed form and supporting letter, outlining your suitability for the role, are required.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are conditional and subject to an enhanced DBS check.

Closing Date: Wednesday 15th September – 12 noon

Interview Date: morning of Monday 20th September