



LORENDEN

**After School Care Supervisor required for April 2023 (or soon after, depending on availability of the right candidate)
*Part-time (15 hours per week), Permanent***

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Introduction

Lorenden Prep School is a small school of approximately 120 pupils, ages 3-11, with an excellent local reputation; most pupils come to the school from recommendations from other parents or staff. It is a friendly, family environment with one form entry and with high expectations of pupils of all ages. This year Lorenden celebrates our 30th anniversary. Lorenden was awarded the highest grades of 'Excellent' in all categories in its most recent Educational Quality Inspection by ISI. The Head is a member of IAPS and Lorenden is within the Methodist Independent Schools Trust.

Lorenden has flourished because staff have given generously and willingly of their time and energy to aid the academic and personal development of the pupils in the many forms that this may take.

It is the abiding hope of the Governors and Head that all staff will approach their employment by the school in that same spirit. We develop self-disciplined, thoughtful children with a cheerful 'can-do' attitude to life and a strong sense of fair play. We thoroughly prepare our children socially, physically and intellectually for secondary education so that they can take with them happy memories of their time with us.

We are looking for an enthusiastic After School Care Supervisor who has a minimum of Level 2 in an appropriate Childcare qualification to provide excellent care for pupils aged 3-11 who stay after school. You will love engaging with children and will be able to provide a relaxed, friendly and enjoyable time encompassing a range of activities for those who stay after school or once their extra-curricular activities have come to an end.

The successful candidate will feel very much part of the school and enjoy being part of the staff team and the wider community of pupils and parents.

2. Scope

The role is part-time and permanent, subject to a probationary period.

The role reports to the Head.

The role starts at 3pm each afternoon (Mon-Fri) and ends at 6pm each afternoon.

INSET days are expected to be attended.

A full induction is included.

Staff: Pupil ratios for supervision will be adhered to at all times.

The salary is based on the Living Wage Foundation's hourly rate as a minimum - a slightly increased rate is possible, depending on the experience and qualification of the successful applicant.

3. Job Description

The After School Supervisor's role is including, but not limited to, the following:

- Look after any Nursery and Reception children who are staying after school from 3.30pm until they are collected; Look after any Pre-Prep pupils from 3.45pm until they are collected; Look after any Prep pupils from 5pm until they are collected.
- Administer a light snack to children during this time (no preparation needed);
- Play games, engage with children, read with them, talk to them and generally provide a safe, relaxing and enjoyable after school care experience;
- Recommend resources for purchase;
- Ensure pupils are signed out by parents in an accurate manner and parents are treated courteously;
- Ensure pupils are signed in / collected for After School Care in a safe and timely manner;
- Take responsibility for the pastoral care of each pupil in After School Care for this time and pass on any relevant information to other staff to ensure their safety and wellbeing;
- Read communications from the school and respond as appropriate;
- Undertake or maintain required levels of training;
- Be aware of any medical problems; to fill in an accident report form as required if present at the time of an accident, ensuring that parents / staff are informed about accidents;
- Make a positive contribution to the wider life and ethos of the school;
- Develop effective professional relationships with colleagues
- To be aware of key school policies especially those related to safeguarding, supervision, first aid, health and safety, emergency procedures, anti-bullying and behaviour.
- Participate in the school's appraisal system

4. Person Specification

An appropriate Level 2 Childcare qualification

Current Paediatric First Aid certificate, or willingness to undertake course

A current Food Hygiene certificate, or willingness to undertake course

A team player; ability to work well with colleagues

Resilient

Organised
Adaptable
Kind and honest
Committed and willing to go the extra mile
Able to work to a high level independently; use initiative
Willing to learn and to improve own practice
Friendly and approachable to colleagues, parents and pupils
Able to use email and Google Drive, or ability and willingness to learn
Committed to safeguarding pupils

5. Dates and Deadlines

Deadline for Applications: Monday 10 April, midday

Interviews: TBC as soon as possible after application deadline 2023

If you have any questions, please email Nicola McIntosh, School Secretary, at office@lorenden.org or telephone on 01795 590030

Please email applications to office@lorenden.org for the attention of Nicola McIntosh, or post to:

Mrs N McIntosh
Lorenden Prep School
Painter's Forstal
Faversham
Kent
ME13 0EN

References will be sought for shortlisted candidates prior to the interview date.

Applications are only accepted on the application form and should be returned to the school by post, by hand or emailed to office@lorenden.org

We reserve the right to deal with applications as they are received and therefore interview and appoint before this date, if appropriate. We therefore encourage applications in advance of the deadline.

Lorenden Prep School is committed to safeguarding and promoting the welfare of children, and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service.

Safeguarding is of the highest priority at Lorenden and forms part of the interview and reference checks.