

AFTER SCHOOL CLUB ASSISTANT

VACANCY

The Oaks Infant School
Gore Court Road
Sittingbourne
Kent
ME10 1GL

Phone: 01795 423619
Email: admin@oaks.kent.sch.uk



The Oaks Infant School

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Dear Applicant

Thank you for expressing an interest in joining us at The Oaks Infant School.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

Although we have 90 children in every year, we are still able to offer a unique experience for every child. We have very high standards; academically, socially and for each individual's personal development. Our emphasis is placed on offering a creative, meaningful and bespoke curriculum which excites and enthuses our children, drawing on their innate curiosity and thirst for independent learning. We capitalise on children's love of the outdoors and have developed wonderful outdoor learning environments. These are an intrinsic part of our provision, intertwined with our curriculum which has been designed on the philosophy that children of infant age should be learning through doing, exploring, play and creation and with the needs of each evolving cohort in mind. The foundation of our success is a happy, kind and respectful school community who work together to ensure the best possible experience and outcomes for each individual. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at The Oaks Infant School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website: www.theoaksinfantschool.co.uk or contact the office: admin@oaks.kent.sch.uk (t: 01795 423619).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Mrs Jenny Wynn
Head of School



Mrs Catherine Hurst
Executive Headteacher



Advert

Job Title: After School Club Assistant

Grade: Kent Scheme A

Salary: £6,787 pro rata (£26,168 FTE)

Hours: Monday to Friday, 3.00pm to 5.15pm. 11.25 hours per week, term time.

This is a permanent position subject to a six month probationary period

This is a fabulous opportunity for a dedicated and organised person to join the school team at The Oaks which is part of Our Community Multi Academy Trust. We are seeking to appoint an enthusiastic After School Club Assistant to join the school's successful team. This role may be suitable for professionals with experience of working with children in a school or early years setting who are looking for a new challenge however we encourage anyone to apply who feels they have the necessary skills and abilities to fulfil the role.

The Oaks Infant School is one of ten schools within Our Community Multi Academy Trust. We are an infant school with 324 pupils on our roll. We have a strong belief and ethos regarding early childhood development and pedagogy. The heart of our ethos is about celebrating the uniqueness of each child and ensuring a truly creative, inspiring and child-led approach intertwined with the high expectations set through our curriculum

Our Community Multi Academy Trust believe that our people are our biggest asset.

We can offer you:

- The opportunity to work in an excellent school and to contribute to its growth and development
- Children who enjoy learning and are keen to finish their day in a positive way.
- A stable and committed staff team determined to give our children the best possible opportunities
- A supportive and committed board of trustees
- Work within a growing Trust who fully believe in the professional development of their staff.

The successful candidate will have:

- a kind, caring and nurturing disposition
- an ability to develop positive, meaningful and productive relationships with pupils
- knowledge and understanding of a variety of Special Educational Needs and Disabilities
- a commitment to working within a supportive and collaborative team where we are passionate about supporting the children to have a fun—filled time after school
- respect for confidentiality and the potential sensitivities of working in a school
- be able to demonstrate in their application that they can fulfil the main duties of the job description and person specification as a minimum

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via Kent Teach.

Job Description

After School Club Assistant
The Oaks Infant School, Sittingbourne

Purpose of the job

To work under the direction of the After School Club Leader, providing a safe, caring and stimulating environment for children.

To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.

To deputise for the After School Club Leader as required.

Key duties and responsibilities

- Undertake the daily supervision of the After School Club, developing and maintaining high standards throughout to ensure the welfare of the children and, when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Maintain the After School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff.
- Be aware of all Health and Safety matters in the After School Club to ensure the well-being of all those who use and work in the club.
- Support the After School Club Leader to ensure that the children, whilst in the After School Club, have access to appropriate and stimulating play activities, in order to provide a motivating environment for the children, and always maintain high standards.
- Provide healthy meals/snacks in order to promote healthy eating and ensure that children, whilst in the After School Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds, ensuring that the school's Equal Opportunities Policy is adhered to.
- Support the After School Club Leader to maintain all children's records in accordance with the General Data Protection Regulation to ensure personal information is secure at all times.
- Follow school's policies, including for Safeguarding.
- Keep up to date with relevant training such as health and safety and safeguarding procedures.
- Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do.
- Adhere to all health and safety regulations and be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school.
- Maintain confidentiality and discretion in all aspects of work.
- Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children.
- Any other work requested by, and deemed appropriate by, strategic leaders.

This role is subject to an enhanced DBS check.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post

Person Specification

After School Club Assistant

Applicants should describe in their application how they meet these criteria.

	Essential	Desirable
Qualifications / Education		<ul style="list-style-type: none"> GCSE grade A*-C in English and mathematics Paediatric First Aid Qualification or willingness to obtain. Approved DfE Early Years Qualification
Experience	<ul style="list-style-type: none"> Experience of supervising children Experience of planning ahead, able to anticipate potential difficulties and establish a course of action Experience of communicating effectively with others and providing appropriate feedback 	<ul style="list-style-type: none"> Knowledge and experience of the School Food Standards Experience of working within a childcare setting. Knowledge and experience of policies and procedures relating to Child Protection, health and safety, equal opportunities and confidentiality.
Skills	<ul style="list-style-type: none"> Demonstrably responsible, honest and reliable Able to work flexibly Good communication and organisational skills (written and oral) Customer friendly nature with a tactful, professional and flexible approach Able to build positive relationships with children and their families Able to instil good manners and an enjoyable mealtime experience with children 	<ul style="list-style-type: none"> Methodical and organised approach to work Creativity in order to make After School Club a relevant and engaging experience for children Able to work across Trust schools in the interest of the welfare of children
Personal attributes	<ul style="list-style-type: none"> Able to maintain confidentiality Flexible and responsive to change Self-motivated and pro-active Appropriate levels of personal presentation Good sense of humour Diplomatic and resourceful Positive/can do approach Good time keeping and attendance Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community 	
Values	<ul style="list-style-type: none"> Commitment to school's aims and values Commitment to continuous personal development Honest and reliable, displays integrity and commitment to the Trust Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts 	

Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



OCMAT Leadership Principles

The Inclusive Leader:

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

The Compassionate Leader:

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered.

The Community Leader:

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

We will ultimately achieve this through being Collaborative leaders**The Collaborative Leader:**

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities – working in a positive partnership with all Trust staff.
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale.
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust.

Our Schools

Primary

Borden Church of England Primary School, ME9 8JS
 Bredgar Church of England Primary School, ME9 8HB
 Dymchurch Primary School, TN29 0LE
 Lydd Primary School, TN29 9HW
 Lynsted & Norton Primary School, ME9 0RL
 Milstead & Frinsted Church of England Primary School, ME9 0SJ
 Minterne Junior School, ME10 1SB
 Petham Primary School, CT4 5RD
 Selling Church of England Primary School, ME13 9RQ
 The Oaks Infant School, ME10 1GL

Trust Central Team

Central Support Team

(based at Lynsted & Norton Primary School)

Human Resources Team

Finance Team

Business Support & Management Information Team

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through the Kent-Teach website. Alternatively, please contact trusthr@ocmat.org.uk for a paper application form.

The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies: www.ocmat.org.uk



Mr David Whitehead, CEO, Our Community Multi Academy Trust
 c/o Lynsted & Norton Primary School
 Lynsted Lane
 Sittingbourne
 Kent
 ME9 0RL

Company No: 10842747