



Whitstable & Seasalter Endowed Church of England (Aided) Junior School

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BREAKFAST & AFTERSCHOOL CLUB MANAGER

Starting April 2019

The Governing Body are seeking to appoint a manager for our Breakfast & Afterschool Club (Oyster Catcher's Club). This new opportunity has arisen to work in our 'Outstanding' school and the successful candidate will be responsible for the development and daily management of the Breakfast & Afterschool Club, providing a safe and caring environment in line with relevant national standards and guidance, where children can enjoy a range of enriched play, learning, leisure activities and have fun at the same time.

The successful candidate will be responsible for organising a daily routine that meets the emotional, social, physical and intellectual needs of the children; building links and working in partnership with parents, carers and the wider staff team to promote the wellbeing of the children.

The position is for 18 hours a week, Monday to Friday during term time only. The hours are every afternoon between 3.00pm and 6.00pm plus two additional mornings between 7.30am and 9.00am (days to be flexible). However, there may be the need to work additional hours to cover, so being flexible is very important in this role.

As with other posts in the school, this position involves regular contact with children and staff and therefore the successful candidate needs to be able to relate well to both audiences. A sense of humour is a MUST, as well as a 'common-sense' approach to the job and the ability to show initiative and adapt to any situation that may arise.

Ideally, in applying for this post you will have:

- At least 2 years previous experience of supervising children and managing teams in addition to daily management of an after school club.
- A thorough understanding of all safeguarding and child protection procedures
- A positive outlook at all times and the ability to make learning and work fun
- Good literacy and mathematical skills
- High standards of work ethic and self-motivation
- Excellent interpersonal and communication skills
- High standards of personal presentation, punctuality, attendance and professional standards and team work
- Level 3 NVQ in Childcare (or equivalent recognised qualification)

You will be expected to undertake all necessary training related to this role; as and when requested by the Headteacher. In return we offer a stimulating school environment where excellent behaviour, a thirst for learning and inspirational teaching are the norm. You will work alongside other dedicated and friendly staff members and will have the opportunity to join the Local Government Pension Scheme.

Salary will be paid on the KR5 range - £7,355 (FTE of £18,059)



Informal visits to the school are welcomed prior to application for this position.

Please apply for this position via www.kent-teach.com. If you require more information about the position or wish to visit the school please contact the School Business Manager (contact details above).

Closing Date – Thursday 20 February 2019 | Interviews – Week commencing 4 March 2019

Whitstable & Seasalter Endowed Church of England (Aided) Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce. All successful applicants will be required to complete an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children. Appointed staff are also expected to follow a robust Code of Conduct in accordance with our church school's Christian Values.

