**The Downs CEP School**

*‘nothing is impossible’*

**Breakfast Club and After School Club Leader**

The Downs CEP School is looking to appoint an enthusiastic and highly motivated person to lead our current breakfast club and help plan for and lead our new after school club

The role is for 5 days per week – term time only and on a temporary, 1 year contract in the first instance.

The successful candidate will work 7.45am – 8.00am for breakfast club and 3.00pm – 5.15pm for afterschool club.

One hour additional admin time per week is also offered.

Our breakfast club caters for a mix of children from across our school. We hope to develop an after school club that not only provides child care for our families but that also extends the learning day for those children.

The successful candidate will have to be enthusiastic and passionate about working with children and enjoy working as part of a team. The ability to form positive relationships with children, parents, carers and staff is essential. Good communication skills and a commitment to the Christian character of the school will also be needed.

You would be responsible for planning creative and engaging activities for both clubs, that link to our school curriculum and ensure that provision meets the needs of all children. The senior leadership team will support this planning.

The successful candidate will be responsible for ordering the food for both clubs and liaising with the school office with regard to requests for places and invoices.

Experience of preparing simple but nutritious meals and administering basic first aid is also desirable but training will be provided for the right candidate

The salary will be Kent Range 4 FTE £18,517 (18.5 hours per week £7,764.00 pro rata)

**Interview process**

Deadline for applications: Monday 21st June 2021 (midday)

Shortlisting: Tuesday 22nd June 2021

Interviews: Tuesday 29th June 2021 (TBC)

If you decide to apply for this post, please complete the application form. Your supporting statement should be no longer than 2 sides of A4 and should address the selection criteria detailed in the Person Specification.

We hope you find the information in this pack useful. Should you have any further queries, please do not hesitate to contact the school office on 01304 372486 or email [secretary@downs.kent.sch.uk](mailto:secretary@downs.kent.sch.uk)

In April 2019, The Downs CEP school became a founding member of the Deal Education Learning Alliance Trust (DEALT) which is a MAT comprised of eight local primary schools within Deal and the surrounding villages. This unique and exciting collaboration of local schools work together to ensure the very best outcomes for all pupils and their families within our town. Whilst your post will be at The Downs CEP, your contract will be with DEALT.

*The successful candidate(s) will have to meet the requirements of the person specification and will be subject to an enhanced DBS check. Only applications submitted on the Kent Teach application form will be considered. We welcome applications regardless of age, gender, ethnicity or religion.*

*The Downs CEP School is committed to the protection and safety of its pupils. Any job offer will be subject to a satisfactory DBS check, two references and proof of qualifications.*

**Breakfast Club and After School Club Leader**

**Job description**

Job Title: Breakfast and after school and after school club leader

Reports to: Pastoral leader

Job Holders name:

Grade: KR4

**Purpose of Job:**

To enable the efficient day to day running of breakfast and after school club.

To provide a welcoming atmosphere and friendly environment for all children, irrespective of gender, race, dietary, ethnical or disability requirement.

**Principal Accountabilities:**

* Ensure everything is ready prior to children’s arrival
* Welcome the children on arrival and provide full care for them within a friendly environment
* Purchase and prepare simple food and beverages
* Ensure cleanliness and hygiene standards maintained
* Ensure allergies are catered for and children with medical needs are identified and medical plans are followed if situation arises
* Monitor fridge temperatures daily
* Provide a good role model with regard to manners and social behaviour
* Supervise and provide play and learning activities for the children
* Liaise with SLT about curriculum provision
* Ensure that all equipment is properly stored away at the end of each session
* Administer basic first aid if necessary
* Ensure the hall is left tidy at the end of the session, with all surfaces cleaned down
* Ensure safe transfer of the children into school by 8.45am (breakfast club)
* Encourage parental support
* Create register for the next term
* Send out a text to let parents and carers know the price of a full term, if payment is made by the following Monday 10% discount is offered, after this date discount to be removed.
* Maintain a daily register
* Maintain a payment register (daily) and regularly follow up non payment (weekly)
* Raise invoice for children that the school has agreed to pay for and give to the bursar at the end of each term
* Keep on top of any new legislation that could affect us

***Necessary Experience:***

* Strong interpersonal skills
* Honesty and confidentiality are essential
* Ability to plan and work on own initiative, prioritise and manage workload
* Good level of education (literate and numerate)
* Enthusiastic, self-motivated and flexible26.
* Effective verbal, presentation, listening and written communication skills
* Food hygiene certificate

***Job Context:***

The job is based at The Downs CEP School.

Contacts include: teachers, support staff, suppliers, office staff

Work within national, KCC and DEALT guidelines, policies and procedures.

The post holder will be required to

* uphold all school policies,
* present the schools in a positive way,
* respect the confidential nature of all information,
* work in a responsible and safe manner, paying attention to health and safety procedures
* participate in training and performance development as appropriate

The job description sets out the major duties associated with this role, it is assumed that other duties of a similar level/nature are not excluded just because they are not itemised.

Signature of employee and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of employer and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Breakfast Club and After School Club Leader**

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| Our requirements of you | | | |
|  | **ESSENTIAL** | **DESIRABLE** | **Method of Assessment** |
| **Professional qualifications and training** | * Have experience of commercial food preparation * Have a grade C or above in English and Maths GCSE (or equivalent) | * Hold a current first aid certificate * Hold a food hygiene certificate * Have appropriate child protection training | Application form |
| **Experience** | * Have experience of working with children aged 4-11 * Understands the varied needs of children and their families * Have experience of creating invoices and ordering stock | * Have experience of working in a primary school | Application form  References  Interview/Task |
| **Knowledge and Understanding** | * Have an awareness of safeguarding children * Have an awareness of the current primary curriculum * Be able to provide and facilitate safe and creative play | * Have prior experience of planning activities for children | Application form  Interview/Task |
| **Characteristics and Competencies** | * Be calm, patient and friendly * Have high expectations for all children and be inclusive * Be a team player with excellent communication skills * Be able to use own initiative * Have the ability to communicate effectively with parents * Be reliable with excellent time keeping | * Experience of leading a team * Be competent in using IT to support club administration | Application form  References  Interview/Task |

**Person Specification**

*Evidence that the candidates meet the essential requirements will be considered during shortlisting from the application form and any personal statement provided.*

*At interview, candidates will be expected to answer questions about the teaching standards, along with personal qualities and skills and other areas not highlighted in application form or statement. The interview will also explore issues relating safeguarding and promoting the welfare of children.*