

After School Club Coordinator
Grade Level 4 (£17,693 to £19,095 reduced pro-rata)
Permanent Term Time contract
Naburn CE Primary School – 13 hours per week

Closing date: Sunday 27th January 2019 Midnight

Interview date: Friday 1st February 2019

Naburn CE Primary School are seeking to recruit an enthusiastic and self-motivated After School Club Coordinator.

Naburn After School Club offers indoor and outdoor activities; sports and arts & crafts based activities to children between the ages of 4 and 11.

The After School Club Leader Coordinator will be the heart and soul of this newly established exciting venture. We are therefore looking for a hardworking, enthusiastic and experienced individual with a passion for working with children to join the team.

This role offers a great deal of variety. The successful candidate will lead and contribute to lots of different activities, with no two days alike. The postholder 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 Coordinator 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 should ideally possess the following qualifications, skills and attributes:

- NVQ level 3 childcare qualification;*
- paediatric First Aid qualification (desirable);
- previous experience 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.
- Respect the school's ethos and values as a small Church of England Primary School

* Support may be given to assist good candidates to achieve the above qualifications under the Apprenticeship Levy initiative.

Hours are 2.55 pm- 6.10 pm over a 4 day week, term time only, with further opportunities for holiday work. We offer a competitive salary depending on the skills and experience of the successful candidate.

Please submit completed application form by post or electronically to:

Naburn CE Primary School
Naburn
York
YO19 4PP

01904 551075

www.naburnschool.com

Email address: naburn.primary@york.gov.uk

Where possible please include all information on the application form and avoid sending additional documents.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced Criminal Record check via the Disclosure and Barring Service.

This post is subject to the Childcare (Disqualification) Regulations 2009 and as such shortlisted candidates will be asked to complete a Disqualification Declaration. Any information supplied will be discussed at interview