

**After School Club Assistant**  
**Grade Level 3 (£17,775 to £17,992 reduced pro-rata)**  
**1 Year Fixed Term, Term Time contract**  
**Naburn CE Primary School – 13 hours per week**

**Closing date:** Sunday 30<sup>th</sup> May 2021 at 12 midnight

**Interview date:** To be confirmed

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

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 Assistant will assist in being the heart and soul of this exciting venture. We are looking for a hardworking, enthusiastic individual with a passion for working with children to join the team.

This role offers a great deal of variety. The successful candidate will contribute to lots of different activities, with no two days alike. The postholder will be a key supporting member of a small team that will inspire and help create a fantastic atmosphere that helps make the after school time relaxing and enjoyable for all the children involved.

The After School Club Assistant assists with 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 assist the After School Coordinator with overseeing the entire operation with further responsibility for planning team 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 2 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 2.55pm-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](http://www.naburnschool.com)

**Email address:** [naburn.primary@york.gov.uk](mailto: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*