



# Applicant Information Pack

## After School Club Coordinator



*Accomplished – Resilient - Compassionate*



## Headteacher Letter to Applicants

Thank you for the interest you have shown in our school.

St Martins School is a very special place. We deliver child-centred, individually tailored education because of our small size and unique position in our community. This family ethos surrounds all who work and study here, creating a safe, supportive and nurturing environment. Our recent Ofsted inspection described us as “a small school with a big heart” and commented on the fact that “senior leaders have high aspirations for every pupil and have created an ambitious curriculum to meet these high expectations.” The pupils build trusting relationships with staff, based on mutual respect from nursery to year 11 and feel happy, valued and safe.

I very much hope that after reading the information below you will feel that you want to play your part in securing the very best education for the students of St Martins.

The following ethos is a commitment shared by staff and governors. We will:

Recognise and foster academic ability so that individual excellence can be achieved

Deliver the highest quality teaching, enabling children to maximise their potential throughout their learning journey 3-16

Create a family ethos of safety, support and nurture where respect for each other is a given

Create an inclusive environment where children of all abilities and backgrounds make a positive contribution to school life and the wider community

Encourage children to think independently and make informed decisions enabling them to have high aspirations about their future

Work with children and families in constantly reviewing progress and supporting differing developmental needs

This is an incredibly exciting time as we further develop and maximise the value of being an all through school through the new pastoral system, school house structure and offer the very best transition and personal development for students.

Sue Lovecy  
Head of School



## About our Trust



The 3-18 Education Trust is currently made up of five schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### **Our Vision:**

To ensure every individual is in a great school.

### **Our Mission:**

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### **Our Values:**

- Accomplished: to provide high quality education and training for all
- Resilient: to be solution focused and able to intelligently manage challenges
- Compassionate: to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details. For further information about our schools, please click on the links to their websites below:



<https://www.3-18education.co.uk/schools/bowbrook-primary/>



<https://www.3-18education.co.uk/schools/coleham-school/>



<https://www.3-18education.co.uk/schools/the-priory-school/>



<https://www.3-18education.co.uk/schools/st-martins-school/>



<https://www.3-18education.co.uk/schools/thomas-adams-school/>



<https://www.3-18education.co.uk/schools/william-brookes-school/>



<b>Title of Post</b>	After School Club Coordinator
<b>Post Status</b>	P/T 15:25 – 17:30 Monday – Thursday & 15:25 – 17:00 on Friday daily (job share considered)
<b>Salary/TLR/ Allowance</b>	Grade 6, actual salary £5,453 per year
<b>Reporting to</b>	Deputy Head - Primary

### **Main Purpose**

To provide safe, high quality play opportunities and care for children, and lead the day to day operation of the after-school club service for children, based at St Martins School, ensuring children can develop personally, socially and educationally, in a safe, caring environment.

The main purpose of your job will be to plan, prepare and deliver a suitable programme of imaginative and innovative activities.

### **Responsibilities**

#### **Initial planning**

- To lead in providing a high quality of activities and offer appropriate stimulation and support to the children
- To lead in providing safe, creative, appropriate play opportunities, preparing and organising the activities programme.
- To promote Learning through Play and to encourage play activities organising areas of responsibility on a rota basis

#### **Running the club**

- Setting up of the venue each day
- To order food and resources
- To provide refreshments for children
- Creating a welcoming and supportive environment for the members of the club
- Managing the behaviour of members of the club
- Tidying of the venue after use.
- Communicating with parent / carers
- Communicating with other school staff
- Administering 1<sup>st</sup> Aid as requested
- Completing 1<sup>st</sup> Aid records as appropriate

#### **Administrative duties**

- Taking the register
- Creating related promotional displays for the club in the school

### **Standards and quality assurance**

- Support the aims and ethos of the school
- Set a good example in terms of punctuality, behaviour and attendance
- Ensure the maintenance, cleanliness and safety of equipment
- Maintain appropriate standards of hygiene according to the food standards for schools

### **Other Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, food hygiene, health, safety and security, administration and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Help to establish constructive relationships and communicate with other agencies/professionals
- Participate in training, other learning activities and performance development as required
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To be prepared to complete both a First Aid and Food Hygiene qualification and complete appropriate records.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications and relevant experience</b>	<ul style="list-style-type: none"> <li>• Good standard of education</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Experience of working in an educational setting or other relevant environment</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• A broad general knowledge</li> <li>• A broad awareness of First Aid (or willingness to undertake training)</li> <li>• A broad awareness of Food Hygiene (or willingness to undertake training)</li> <li>• Ability to relate well to both children and adults</li> <li>• Knowledge &amp; understanding of how children learn and behaviour management</li> <li>• Strong desire to work in a school setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of food preparation</li> <li>• Ability to plan stimulating activities for children</li> </ul>
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> <li>• Willingness to participate in training and development opportunities</li> <li>• Ability to communicate clearly with staff and students</li> <li>• Ability to learn quickly</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Warmth and conviction to help students</li> <li>• Ability to work as part of a team</li> <li>• Flexibility, empathy and a sense of humour</li> <li>• Honest and trustworthy</li> <li>• Good judgement and knowing when to seek advice or support</li> <li>• Ability to maintain confidentiality</li> </ul>	

<b>Special Conditions</b>	<ul style="list-style-type: none"><li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li></ul>	
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St Martins School



## Additional Information about St Martin's School

Despite the fact that North West Shropshire is a rural area, our school has excellent road links and is easily accessible to many towns and cities. Some staff live in the surrounding countryside while others take advantage of the fact that historic urban areas such as Shrewsbury, Wrexham and Chester are in comfortable commuting distance. Oswestry, a thriving market town, is five miles from the school. The area offers a wide variety of attractive housing at prices which compare favourably with other parts of the country.

The school has undergone a transformation over the last few years. Next year we are excited to open our new purpose built technology block and we continue to plan for our new recreation centre, including a 3G football pitch and community fields

**We are delivering a community curriculum across all our feeder schools, which supports KS2 teaching with exciting projects taught by secondary subject specialists. This work is in addition to the 'cross phase' teaching that already takes place within our school, which enables:**

- **Sharing examples of good pedagogy between phases**
- **Enhancing continuity between the phases**
- **Developing an all through school ethos**



## What We Offer

**In addition to exclusive access to a reward and discount scheme, comprehensive induction, commitment to your ongoing training and career progression and paid for enhanced DBS, we also offer:**

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers' Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

## Application & Appointment Process

An application form is available to download from the school website [www.stmartins3-16.org/school-information/job-vacancies/](http://www.stmartins3-16.org/school-information/job-vacancies/)

Please send completed applications to [clare.ellis@stm.318education.co.uk](mailto:clare.ellis@stm.318education.co.uk)

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

**Closing date for applications: 12.00 noon on Friday, 20<sup>th</sup> September 2024**

**Interview date to be arranged.**

### **Please note:**

- We do not accept CVs in support of an application.
- Paper applications will only be accepted in exceptional circumstances, please make contact with the school to arrange this.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website [Policies \(stmartins3-16.org\)](http://www.stmartins3-16.org).*