



# The Abbey

The independent school for girls aged 3-18.

## The Abbey Senior School After School Homework Club Coordinator

### Background

The Abbey School is an independent GSA day school for girls aged 3 to 18 years. Founded in 1887 the school enjoys an enviable reputation of academic excellence, a rich history, a caring pastoral environment and a wide breadth of extra-curricular activity for each individual. With exceptionally high ratings in the national league tables and a thriving International Baccalaureate diploma programme, The Abbey School is the only independent school in the Berkshire area to offer such outstanding opportunities to academically able girls. The girls themselves are motivated, enthusiastic and co-operative and there is a happy, purposeful atmosphere to the school.

The staff at The Abbey School form a strong and professional community of highly skilled, dedicated and enthusiastic people. The governors and management team are committed to supporting the continuing development of its staff and maintain a good working environment with the necessary policies and procedures in place to support this. We recruit only high calibre staff who are lively, enthusiastic and committed. In return we aim to provide opportunities for employees to reach their own full potential for their benefit and the benefit of the school as a whole.

### Overall Requirements

The ASHC Coordinator will ideally be a current member of staff who has the ICT skills and experience of managing 11 – 16-year-old girls in a sensitive and effective way to ensure the girls are safe, happy and supported as they complete their homework. The post holder will have responsibility for the registration of the girls and will oversee the work of the ASHC Supervisor.

### Specific responsibilities

The Coordinator is responsible for:

- The registration, onsite supervision and signing out/appropriate departure of the girls
- Ensuring their safety for example in any need to evacuate the building
- In liaison with the Assistant Head – Pastoral, ensuring the girls are resourced appropriately (from a nutritional perspective and also in order to facilitate appropriate learning and completion of academic activities)
- Overseeing appropriate standards of behaviour
- Overseeing the work of the ASHC Supervisor

### General tasks

- Any reasonable task requested by the Assistant Head – Pastoral or other member of the SMT.



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## Hours of Work

- The hours of work will be from 15.30 – 18.00, Monday to Friday, term time only.
- One week's notice is required by either party to terminate employment during the first month. Thereafter, the notice period will be one month.

## Probationary Period

- There will be a probationary period of six months during which either party must give one month's notice.

## Holiday Entitlement

- Statutory holiday entitlement i.e. 20 days plus 8 bank holidays, *pro rata*, eg staff working 36 weeks are entitled to 22 days' holiday, to be taken during school holidays only

## Salary and Benefits

- Salary is dependent on skills and experience. Staff are paid monthly and in arrears.
- The School offers a non-contributory pension scheme worth 8.35% of salary, which all non-teaching staff are automatically enrolled onto from the start date of their employment.
- Lunch is provided
- Staff fee concession is available to employees' daughters who satisfy the entrance requirements and for whom there is a place available.
- Parking is normally available, but not guaranteed.

## Health and Safety

It is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work
- To co-operate with employers in order to ensure that employers' duties can be performed and complied with
- To report all accidents and damage immediately
- To report all observed hazards or dangerous occurrences immediately
- To neither intentionally, nor recklessly, interfere with any equipment provided.

## Security

- All employees are required to remain vigilant on the school premises and to report any security issues to the Head of Finance and Resources immediately.

## Child Protection

- The Abbey 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 post may involve unsupervised contact with children and young people. The School therefore expects from the successful candidate the level and degree of adult leadership of children and young people expected in a School environment.
- The successful candidate should expect to undertake the Disclosure and Barring Service (DBS) clearance process.



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## Equal Opportunities

The Abbey School aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The Abbey School welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available on request.

## Terms of Employment

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Disclosure and Barring Service enhanced disclosure. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at this School. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at [www.disclosuresdb.co.uk](http://www.disclosuresdb.co.uk)

For more information on our lively and well-resourced school and for an application form, please visit the Vacancies Page on our website [www.theabbey.co.uk](http://www.theabbey.co.uk).

To apply for this position, please complete an application form in full, including details of suitable referees as instructed, then send this with your full CV and covering letter by email to [recruitment@theabbey.co.uk](mailto:recruitment@theabbey.co.uk)

Interviews will only be arranged following our receipt of a completed application form.

For enquires please contact [recruitment@theabbey.co.uk](mailto:recruitment@theabbey.co.uk)