



## **Colfe's Junior School**

### **Late School Assistant Job Description**

Mon – Friday, 3 – 6pm, term time only

#### **Main Duties**

- Able to work in a team
- Maintain good order and discipline amongst all pupils in the school, in accordance with the school's behaviour policy;
- Establish and maintain positive working relationships with parent/carers
- Be flexible within areas of work and working practices of the junior school
- Undertake specific childcare tasks- such as intimate care where required
- Plan activities for children 3-7 Year olds.
- Help and support children with tea
- Washing up and clearing away activities

#### **Person Specification**

- Qualification Essential: Level 3 in childcare/ development
- A reliable and friendly person
- Able to communicate with young children and parents
- Able to read English and write clearly
- Flexible approach to work
- Adaptable to working outside as well as inside with children to enhance their experience
- Good communication skills
- Food Hygiene knowledge or willingness to train
- A first aid qualification or willingness to train
- Training in safeguarding will be given and attendance at training is a mandatory part of accepting the job.

#### **Application procedure and schedule**

Please complete an application form, available on the school website. There will be an interview for short listed candidates.

The application may be submitted electronically or by post, to:

Post:

Mrs A Ross

The Bursary

Colfe's School, Horn Park Lane

London SE12 8AW

Electronic:

[recruitment@colfes.com](mailto:recruitment@colfes.com)

Please apply immediately.

**Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers, prohibition from teaching and the Disclosure & Barring Service.**