



ARNOLD LODGE SCHOOL

4-18YRS CO-EDUCATIONAL INDEPENDENT DAY SCHOOL



**Wraparound and Holiday
Club Manager
Recruitment Pack**



ARNOLD LODGE
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School Mission:

**To develop the
happiness, confidence
and skills of each
pupil so they can be
successful in their
aspirations.**



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An Introduction to Arnold Lodge

Located in the heart of Royal Leamington Spa, Arnold Lodge is a 4-18 Independent School in Warwickshire, which places the happiness of children at the heart of our curriculum. We believe that it is only when children are happy can they grow in confidence and become aspirational learners.

We believe that every child deserves the right to succeed in education whether they are aspiring for A* grades or pushing to do the best they can. We deliver an outstanding education for the pupils in our care whether this is providing the highest levels of welfare, nurture and support or the academic quality of our GCSE results year-on-year.

It is our aim to ensure that every pupil feels safe, happy and confident in school while developing the skills they need to be successful in the modern world. Alongside this, we set out to value every pupil for their strengths (and through our pastoral sessions help our pupils to know their own strengths) and support each pupil to make the most progress they can academically and socially. This will look different from pupil to pupil but the bottom line is the same; each child will fulfil their own potential, whatever that may be.



Arnold Lodge's Ethos

- Every child in school should feel happy, safe and confident
- Every child should have the opportunity to develop and be valued for their individual strengths
- Every child should make the most academic and emotional progress they can in a supportive and positive environment
- Every child should develop the skills they need to be successful in the future

We believe that children are worth more than a limited entrance examination and it is for this reason we select on a child's potential and the value we can add – not on tapered academic assessments. Every child who joins Arnold Lodge deserves the right to feel happy, safe and confident in school and to be able to make the most progress they can.

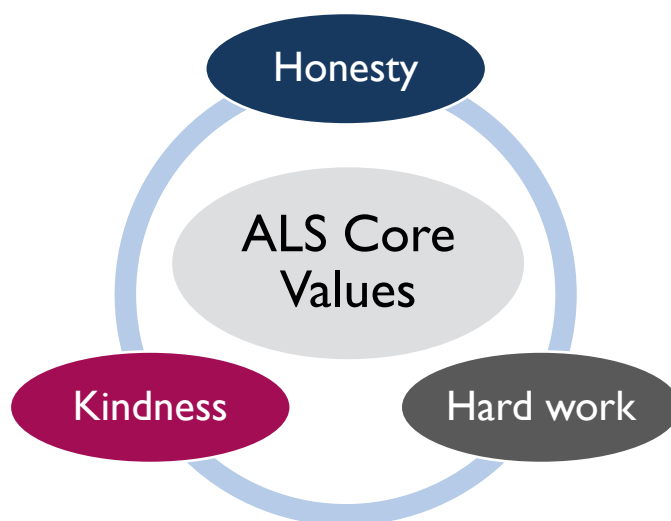
Academic study at Arnold Lodge is not about percentages and statistics, it's about the individual pupil and helping them to attain the very highest that they can. School is about so much more than classroom teaching, of course. Our approach continues in music and sport where pupils are encouraged to take part, gain experiences and to enjoy being active, creative and on the stage. Some of our pupils are outstanding artists or musicians and these skills are valued highly at Arnold Lodge. All of our pupils are encouraged to develop their leadership skills; from joining our Pupil Parliament, taking part in Duke of Edinburgh right the way to being selected Head Prefect, there are opportunities throughout the school for children to grow in confidence and find new interests and passions.



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Arnold Lodge's Core Values



Arnold Lodge's Core Values of Honesty, Kindness and Hard Work support the school mission and ethos to create a wonderful school environment. These values apply to every member of the school community – adults should aspire to these as much as the children should. We are, after all, role models for the children. This seemingly simple triumvirate creates a powerful recipe for success in teaching, learning and the work place.

The Core Values are central to the house system in school with each house representing a core value. Pupils, on entry to Arnold Lodge, take a short questionnaire to ascertain which of the core values is most akin to their personality and each member of staff will do the same as well as having the chance to earn points towards house competitions as well.

VERITAS	AMICUS	DEDICAS
		
Live the school values; don't just talk about them	Forgive mistakes; we all make them	Always give your best
Embrace, don't resent, other opinions	Respect everyone and their contribution	Be ready to put in the work that isn't seen
Be honest with yourself first	Smile. Help others smile, too	Inspire others by aspiring to be your best
Do the right thing at the right time	Be grateful for the kindness of others	Only expect from others what you are willing to put in



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Wraparound Care and Holiday Club Manager

Salary: £Dependant on experience

Closing Date: 25th June 2018

Interviews: TBC

Job Start: September 2018

The Post: This is a real opportunity to make a difference in an outstanding 4-18 Independent School. Located in the heart of Royal Leamington Spa, Warwickshire, we deliver a bespoke learning experience to unlock the talents and potential of each and every child that comes through our doors. As Arnold Lodge enters a period of growth, we are looking for a talented and experienced Manager to take responsibility for the already established After School and Holiday Club in the school, as well as plan and implement further wraparound care through a Breakfast Club. This role represents an exciting and unique opportunity for a dynamic and inspirational individual with strong motivation and communication skills, ensuring the profitable and effective management of the day-to-day running of the Arnold Lodge After School and holiday Club. Our focus is always on making certain that all children attending receive optimal care at all times, with a focus on a safe and secure environment delivered through a planned, well balanced programme of activities

If you'd like to know more before applying please contact us via reception@arnoldlodge.com / 01926 778050 or visit www.arnoldlodge.com for the full information pack, application form and the job specification.

Arnold Lodge is committed to safeguarding our children. The successful candidate will be required to provide an Enhanced Disclosure from the DBS and a disqualification by association disclaimer before any appointment is confirmed.

Applications: Applications should be addressed to the Office Manager Miss Charlotte Liney. Applications by email are acceptable, please send these to reception@arnoldlodge.com all applications must contain the following:

- A fully completed application form (found on the school website – www.arnoldlodge.com – under 'general information').
- A fully completed Recruitment Monitoring Form
- A letter of application of no more than two sides of A4 in size 12 font
- The names and contact details of two referees, both of whom should have known the applicant in a professional capacity.

We reserve the right to close this application at any time should a suitable candidate be found and so we encourage early applications.



Job Description – Wraparound Care and Holiday Club Manager

Job Title	Wraparound Care and Holiday Club Manager
Summary of the Role	To ensure the profitable and effective management of the day-to-day running of the Arnold Lodge After School and Holiday Club; making certain that all children attending receive optimal care at all times. To set up and continue the implementation of a breakfast club.
Line Manager	Office Manager
Liaising with	SLT, ELT, Teaching and Support Staff
Key responsibilities: Day to day	<ul style="list-style-type: none"> Take bookings from parents and ensure that the appropriate staffing levels are in place to maintain staff ratios, including EYFS key workers. Implement Arnold Lodges daily routine according to all documented operating procedures, standards, guidelines and policies Ensure the daily programme runs as scheduled; brief the Aftercare assistants regarding tasks and activities, making sure that staff are suitably qualified and experienced to perform the tasks and activities. Maintain positive working relationships with parents, children and colleagues, supervising sessions to ensure safe and positive sessions are run.
Administration	<ul style="list-style-type: none"> Plan weekly themes and activities and report on the outcomes Responsible for the safe keeping of all resources and equipment for daily programme sessions. Record details of all children attending the sessions and note any absences according to the documented operating procedures. Contact parents where necessary. Ensure Key Worker system is in place for Reception Class children and that staff are fulfilling responsibilities and maintaining written records. Maintain Arnold Lodge behaviour management operating standards and systems at all times. Host weekly staff meeting to plan activities and ensure staff maintain knowledge of key policies and procedures.
Safeguarding and Welfare	<ul style="list-style-type: none"> Ensure risk assessments and emergency drills are undertaken where necessary. Ensure that all documents required on a daily basis are printed and available onsite. Ensure all incidents and injuries are reported, recorded and investigated according to the schools policies and procedures Ensure occupational health and safety requirements are monitored and adhered to. Ensure the working environment is kept clean, tidy, hygienic and safe for all children, staff, parents and visitors to the service.
Additional Duties	<ul style="list-style-type: none"> General administrative functions as and when required To perform any responsibilities associated with being a member of the school's staff, as reasonably directed by the Head of School or School Business Manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be defined. All staff are expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.



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Person Specification – Wraparound Care and Holiday Club Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Level 3 Childcare or Equivalent 12 Hr Paediatric First Aid 	<ul style="list-style-type: none"> Food Hygiene certificate – Training can be provided
Experience	<ul style="list-style-type: none"> Experience of working with children Experience of Line management 	<ul style="list-style-type: none"> Experience of working within a school
Skills	<ul style="list-style-type: none"> Highly ICT literate and knowledge in the use of Microsoft Office Highlight organised, self-motivated and able to work independently Diplomatic and able to work collaboratively with colleagues Ability to work to deadlines 	
Personal	<ul style="list-style-type: none"> A 'can do' and helpful attitude Ability to work flexibility Be prepared to support other wider school functions Willingness to take on additional training A professional manner 	<ul style="list-style-type: none"> - Flexible with an excellent work ethic - A sense of humour and a positive attitude



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Conditions of Appointment

Hours of Appointment

This is a permanent, **part time position for 12.5 hours a week, Monday to Friday 3.30pm-6:00pm during term time, including all staff INSET days. These hours will increase upon implementation of Breakfast Club.**

Notice Period

During the probationary period, the period of notice will be one week on either party. The probationary period will run for 6 months. After this time, the notice period will be half a term.

Statutory Checks

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
- Sight of two other forms of I.D. e.g. driving licence, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Confirmation of medical fitness including completion of a Medical Questionnaire
- Check of employment history (including satisfactory explanations for any gaps)
- Check of references
- Overseas checks (where applicable)

