



Old Vicarage School

The Old Vicarage School situated on Richmond Hill, in an attractive Grade 2* listed building, is an Independent Preparatory School for girls between the ages of 4 and 11. All girls are prepared for 11+ Entrance Examinations to Independent London Day schools and Girls Boarding Schools. The number on roll is approximately 195 and there is a two-form entry.

Established in 1881, the School became a Charitable Trust in 1973, administered by a Board of Governors. The School aims to provide pupils with a firm foundation not just for the next stage of their education, but also for the rest of their lives. As well as attaining a high academic standard, girls build personal qualities of confidence, self-reliance and respect for others, so that they are fully prepared for the challenges and opportunities that lie ahead.

Class sizes are no more than 15, and the school has a good pupil/teacher ratio. Our staff of committed professionals have been appointed not just for their academic qualifications, but because they demonstrate real concern for young children. We aim to instil courtesy and common sense in a framework of firm but kindly discipline.

Girls are offered many opportunities to develop skills and talents through Music, Drama, Games and many after school activities such as Art, Computing, Dance, Cookery, Sports and Music

There is a thriving Friends of Old Vicarage Association which organises regular fund raising activities.

AFTER SCHOOL CARE MANAGER – JOB DESCRIPTION

Old Vicarage operates a supervised, activity led, after school club each weekday during term-time from 3:15 – 6:00pm. During this time, the girls are provided with a complimentary snack and drink, take part in age-appropriate organised activities, board games, reading, occasional DVDs and, from 5:00pm, some more active games using the playground and hall. They will also have a quiet area to complete homework, which will be supervised but unassisted.

The club is available, for a fee, to all pupils but there is a maximum number of children in the club so bookings from parents are honoured on a first come first served basis.

The After-School Care Manager is responsible for the running of the club on a day to day basis. The Manager will be expected to start at 2.30pm to prepare for the session and then finish at 6.15pm after tidying up and dismissing all pupils at the end of the day. The Manager will be assisted by another member of staff during each session.

The Manager needs to be able to offer inspiration and enthusiasm and should have a sense of fun and a love of children.

This is a permanent part-time post with a requirement to work during school term-times only.

This role reports to the School Bursar.

The manager will be required to:

1. Manage other members of the team.
2. Oversee the staff rota.
3. Manage pupil bookings.
4. Collate booking/attendance information for the Bursar so that parents can be billed appropriately.
5. Prepare and supervise a varied range of creative and age-appropriate activities.
6. Set up at the beginning and clear away at the end.
7. Formally dismiss pupils at the end of the session.
8. Communicate any issues arising with parents or pupils to the Deputy Head or the Bursar.
9. Administer first aid and report, as necessary, in accordance with school policy.
10. Be constantly aware of which children in their care have specific medical/dietary needs.

PERSON SPECIFICATION

All staff at the Old Vicarage have the highest standards of professionalism and are expected to embrace the culture of mutual support and co-operation which makes the school such an enjoyable place to work.

Essential skills/qualifications

1. NVQ Level 3 Childcare qualification.
2. Suitable Level 2 English and Maths qualifications (which include Functional Skills and/or GCSE's at Grade C/Level 4 or above).
3. Basic but confident computer skills in Outlook, MS Word and Excel.
4. Must be a responsible, enthusiastic, creative, energetic, warm, reliable and well-organised person.
5. Have previous experience of working with primary age children in a similar role.

Desirable skills/qualifications

1. Child Protection in Schools Training certificate – training will be given if qualifications not already held.
2. Paediatric First Aid Training qualification – training will be given if qualifications not already held.

Child Protection & Safeguarding

All staff are expected to be committed to the safeguarding and protection of children, show an understanding of the issues surrounding the safeguarding of children and follow the procedures in school policies and handbooks to ensure the safeguarding of all pupils at the school.

Job Description approved by Gill Linthwaite, Head – September 2017