



The Abbey

The independent school for girls aged 3-18.

ABBEY + BEFORE AND AFTER SCHOOL CARE DEPUTY MANAGER

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 the highest calibre staff, who are 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.

Accountability

The Head has overall responsibility for all employees of The Abbey School and this is delegated to Heads of Department. The Head of Finance and Resources is responsible for the management of the support staff. This post is within the After School Care Department and the post holder is directly responsible to the Before and After School Care Manager and Assistant Head/s of the Junior School.

Job Purpose

To assist the Manager with the provision of The Abbey Junior School for The Abbey + Before and After School Care (BASC) for girls aged 3-11 years, in a safe and stimulating environment.

Key Responsibilities:

Contributing to the smooth running of BASC

- Deputise when the Manager is absent.
- Help to ensure that BASC runs smoothly and effectively.
- Offer the Manager suggestions for improvements and/or changes.
- Help with admin tasks when the manager is absent.
- Assist Manager with the training of new staff

Working with the girls

- Work closely with all girls that attend, ensuring that their needs are met.
- Pay special attention to the well-being, both physical and emotional, needs of all the children.
- To be involved with all areas of the BASC.
- Plan and run fun activities for the girls.
- Help to ensure that there is adequate supervision of both indoor and outdoor activities.

17 Kendrick Road, Reading, Berkshire RG1 5DZ

Tel: 0118 987 2256 Email: schooloffice@theabbey.co.uk

www.theabbey.co.uk



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- Help to encourage and uphold appropriate behaviour amongst the girls.
- Maintain good communication with parents and carers.

Working with others

- Help familiarise new members of staff and sixth form helpers.
- Confidence in interacting with parents/guardians of the girls and offering feedback.
- Assist the Manager in offering advice and guidance to new members of staff when they are planning to lead an activity or actually leading an activity.
- Help the Manager in providing guidance to other staff members if required or if necessary.
- Confident and able to delegate jobs to members of staff to ensure the session runs smoothly.

Aspects of Health and Safety

- Be aware of health and safety issues and raise any problems with the Manager.
- Help monitor the condition of play equipment and play areas.
- Assist with the safe collection and escorting of girls from different areas of the school to BASC designated areas.
- Support all aspects of the club's policies on Equal Opportunities (with regard to both pupils and staff) and safeguarding
- Ensure that child to staff ratios are always met.
- Be aware and up to date on all the girls specific needs and dietary requirements.

Hours of Work

- Routinely 15:15 - 18.00 Mondays to Fridays during school term-time. With the flexibility of working some morning shifts 07:15 – 9:00.
- There will be a probationary period of six months during which one weeks' notice is required by either party. Thereafter the notice period will be one month.

Holiday Entitlement

- 20 days paid holiday per year during school holidays only.

Salary and Benefits

- Salary is dependent on skills qualifications. Staff are paid monthly 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
- Staff fee concession is available to employees' daughters who satisfy the entrance requirements and for whom there is a place available
- Lunch is provided

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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
- Neither intentionally nor recklessly to 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 Bursar immediately.

The Job Description is current but liable to variation to reflect or anticipate the changing needs of the department and the school.

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 will involve unsupervised contact with children and young people and therefore, 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.

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. 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. Copies of the Recruitment of Ex-Offenders Policy and the Disclosure and Barring Service Code of Practice are available on request. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at www.disclosuresdbs.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.

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

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

Closing Date: 20th September 2017. Please note interviews may be arranged prior to this date.

For enquires please contact recruitment@theabbey.co.uk

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