

TOCKINGTON  
MANOR SCHOOL  
AND NURSERY



# AFTER SCHOOL CARE ASSISTANT





## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>AFTER SCHOOL CARE ASSISTANT</b>
<b>DEPARTMENT:</b>	<b>LOWER SCHOOL</b>
<b>REPORTS TO:</b>	<b>HEAD OF THE LOWER SCHOOL &amp; NURSERY</b>
<b>OVERVIEW</b>	
<p>Tockington Manor School seeks to appoint an enthusiastic and dynamic After School Care Assistant to provide excellent wrap around care for our After School Club (ages 4-7 years). for 15 hours per week, working from 15:00 – 18.00 Monday – Friday, Term Time Only.</p> <p>If you have a child-centred approach, good interpersonal skills and can build positive working relationships with adults and children we would love to hear from you. We welcome applications from those with varying levels of experience. If you think that you have the skills to help Tockington Manor's pupils fulfil their potential and have fun, then please do apply.</p>	
<b>MAIN RESPONSIBILITIES</b>	
<p>The main responsibilities of the post are to:</p> <p><b>Supporting after school care pupils</b></p> <ul style="list-style-type: none"> <li>• welcoming and registering the children</li> <li>• implementing activities and games inside and outside</li> <li>• maintaining the resources and the organisation of the club room</li> <li>• helping serve a light snack</li> </ul> <p><b>Supporting the school</b></p> <ul style="list-style-type: none"> <li>• understand and operate the school policies on learning and behaviour</li> <li>• understand and adhere to the safeguarding procedures of the school</li> <li>• attend all statutory training that is required to work within a school</li> </ul>	

**The duties and responsibilities highlighted are indicative and not exhaustive. The post holder will be expected to undertake other duties and responsibilities where required, relative to the nature and scope of the role.**

## PERSON SPECIFICATION

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	Essential	Desirable	Assessed via
<b>Qualifications and Professional Development</b>			
GCSE Grade C or above [or equivalent] in English and Maths, plus three other subjects		✓	Application
First Aid qualified		✓	Application Interview
<b>Skills and Abilities</b>			
Ability to develop trusting relationships with pupils	✓		Application





			Interview
Flexible, adaptable, and positive attitude to working in a structured environment	✓		Application Interview
Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution	✓		Application Interview
Good level of correct spoken English and general communication skills to promote and develop effective working with pupils and colleagues	✓		Application Interview
Proven communication and inter-personal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues	✓		Application Interview
<b>Knowledge and Experience</b>			
Experience in utilising skills such as empathy, listening, communication and responding with appropriate language to build rapport with children from a variety of ages, abilities, and backgrounds	✓		Application Interview
Awareness and knowledge of safeguarding	✓		Application Interview
Some experience of working with children		✓	Application Interview
<b>Personal Competencies and Qualities</b>			
Ability to work effectively within a team	✓		Application Interview
Flexible and ability to adapt quickly	✓		Application Interview
A positive 'can-do' attitude with a willingness to learn	✓		Application Interview
Commitment to the safety and safeguarding of pupils, parents and staff	✓		Application Interview
Have a calm, positive and enthusiastic approach to learning and education	✓		Application Interview
Passion for working in education	✓		Application Interview
Willingness to undertake training as and when required	✓		Application Interview
Demonstrate a passion and vision for continuous improvement of the school's working environment	✓		Application Interview



## **FURTHER INFORMATION**

### **A bit about us**

Tockington Manor School is a small independent Preparatory School and Nursery, educating boys and girls from 2 – 13 years of age. The school is situated in the village of Tockington, a few minutes' drive from Junction 16 of the M5, just north of the City of Bristol. We sit in 28 acres of beautiful grounds, providing a safe, secure, and happy environment for its pupils. Boasting first class sports pitches, a 25-metre indoor swimming pool and an all-weather pitch, it is also home to one of the largest privately owned arboretums in the UK. We also have a state-of-the-art Music and Performing Arts Suite, as well as a recently refurbished Art Studio.

### **Screening checks**

Tockington Manor School and Nursery is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service (DBS).

### **Hours of work**

This is a term-time only position (34 weeks per year) with a requirement to attend additional INSET days which will be paid as overtime. The hours of work are 15 hours a week working from 15:00 – 18.00 Monday – Friday. Start date: Immediate start.

Use of the school's facilities, including the swimming pool can be used where available. Onsite parking is also provided.

## **SAFEGUARDING THE WELFARE OF CHILDREN**

Tockington Manor School and Nursery is committed to safeguarding and promoting the wellbeing of children and young people. We expect all staff to share this commitment and, consequently, appointment is subject to successful completion of all relevant employment checks, including enhanced DBS disclosure. During the interview process, candidates should expect to be questioned about issues regarding the safeguarding of children. Candidates should also be aware that referees will be asked to comment on a candidate's disciplinary record and whether the candidate has been the subject of any child protection concerns.

## **APPLICATION PROCESS**

To apply please complete our application form. CVs may be attached but not in place of the application form. Application forms should be sent to Alice, HR Officer; [recruitment@tockingtonmanorschool.com](mailto:recruitment@tockingtonmanorschool.com) by midday on **Thursday 23 September** with interviews to be held within the 10 working days following. Should you require any further information or would like to discuss your application, please call Alice, HR Officer on 01454 613229.

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Thank you for your interest in working with us here at Tockington Manor School and Nursery and we look forward to hearing from you.

