



# The Abbey School

The independent day school in Reading for girls aged 3-18

**Head: Mrs Rachel S E Dent, BA (Hons); QTS**

## EMERGENCY BEFORE AND/OR AFTER SCHOOL ASSISTANT

### **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 high calibre staff who are lively, 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.

### **Responsible to:**

- The Head of The Abbey Junior School with direct responsibility to the Manager of Before and After School Care. The post holder will also take detailed direction from the Manager of B/ASC and Assistant Head (administration) of Junior School.

### **Job Purpose:**

- To assist with the provision of the Before and After School Care (BASC) for children aged 3-11 years in a safe and stimulating environment.

### **Key Responsibilities:**

- To take part in (as required) the collection and escort of children from different parts of the school to the BASC designated area
- To take part in (as part of a team):
  - Regularly talking, playing and interacting with the children at BASC.
  - Occasionally originating, planning and delivering craft activities that provide a variety of experiences.
  - Ensuring adequate supervision of indoor and outdoor activities.
  - Paying particular attention to the well-being, both physical and emotional, of the Early Years girls.
  - Helping to deliver the Early Years Foundation Stage programme, in particular observing and recording the achievements of the Early Years girls.
  - Helping to serve tea/snack provided by school.
  - Helping to set up, put away and keep clean equipment in the BASC designated area.

- Monitoring the condition of play equipment and play areas.
- Helping with the escort of children to the BASC designated area.
  
- Conducting fire safety procedures.
- Providing first aid when necessary; training will be given if required (First Aid is voluntary).
- Using premises with consideration for other users.
- Upholding the BASC policies on discipline.
- Supporting all aspects of BASC's policies on Equal Opportunities, Child Protection and Health and Safety.
  
- To be aware of information required to meet the individual needs of the children and inform the Manager of changes for record purposes.
- To maintain communication with parents/carers
- To attend occasional staff meetings prior to ASC sessions
- To undertake any training as deemed necessary
- To undertake other duties as may become necessary and agreed with the Manager

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

#### **Hours of Work**

- Required to work as emergency cover only, as and when required, during the normal Before School Care hours of 07:30 – 09:00 and/or the After School Care hours of 15.30-18.00, Mondays to Fridays during school term-time only.

#### **Salary and Benefits**

- The rate of pay will be £8.43 per hour.

#### **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.
- To neither intentionally nor recklessly interfere with any equipment provided.

#### **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 expects the level and degree of adult leadership of children and young people expected in a School environment.

#### **Security**

All employees are required to remain vigilant on the school premises and to report any security issues to the Head of Finance and Resources immediately.

**Terms of Employment**

Under current legislation, we are required to advise employees that this appointment will be subject to a satisfactory Disclosure and Barring Service enhanced disclosure. 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. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at [www.disclosuresdbs.co.uk](http://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](http://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](mailto:recruitment@theabbey.co.uk)

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

Applications will be reviewed upon receipt and interviews with suitable candidates will be arranged in due course.

For enquires please contact [recruitment@theabbey.co.uk](mailto:recruitment@theabbey.co.uk)