



# Durham Cathedral Schools Foundation

## After School Care Assistant

### Job Description

**Hours:** 10 hours per week, Monday to Friday, 4pm – 6pm Term Time only.

**Salary:** The salary for the post will be X12 £18,593 which is £3,722 Pro rata, on the support staff scale.

**Pension:** The School provides a workplace pension, this is a money purchase scheme, where members contribute a minimum of 3% of eligible salary and the School 5%.

**Annual leave:** 25 days paid holiday (increasing annually to 30 days after 5 years' service) + 8 public holidays + 3 days efficiency closure at Christmas

Durham Cathedral Schools Foundation comprises Durham School, and Chorister School as one organisation created through the recent merger of Durham School, Bow School and The Chorister School.

Pupils in EYFS and KS1 are educated at the Bow site, Years 3 to 6 at the Cathedral site and Years 7 to 13 at Durham School.

### Junior School

The Junior School caters for children aged 3 to 11, offering a happy, safe environment for children. We blend the best of the traditions of independent Prep school education with forward thinking teaching methods and practices. We are immensely proud of our pupils, not only for their impressive academic achievements, but also for their kindness and consideration, their generosity of spirit and respect for others. We aim to build resilience, a passion for learning and the pursuit of excellence in all that we do. In addition, every pupil is given a rich, broad and exciting curriculum in small classes where they will always have personal attention and never be part of a crowd. Teaching is planned and delivered according to detailed knowledge of every child.

Our staff is dedicated to the various roles they play, leading learning and enabling children to grow in confidence and develop those skills needed for success in life. In the classroom, on the sports field, in the boarding house, the kitchen, the office – throughout the school – our staff is of the very highest calibre. They take a pride in getting to know and care about every child as an individual.

The school offers wraparound care, with a wide range of after-school clubs and activities ranging from art to multi-sports; from dance to board games. We also offer full-time, weekly and flexible mid-week boarding. Mid-week boarding is particularly popular, and groups of friends often book in together for a school sleepover, which is enjoyed by pupils and appreciated by busy parents.

We are a happy school, small enough for everyone to know everyone else and feel part of the team that we are, yet large enough for everyone to have the space to develop in their own way. A happy child finds learning a pleasure. We aim to ensure that those crucial formative early years of education are happy ones so that the child is confident and well-rounded as they enter the next phase of their school journey.

Durham Cathedral Schools Foundation is committed to promoting the safeguarding of children and expects all employees to share this commitment. any job will be made subject to satisfactory checks, including an enhanced DBS disclosure. DCSF is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation

### **Job Duties for Supervised Prep/After School Care Assistant**

- To collect children from after school break and register them into the Prep room
- To create a safe and happy environment
- To supervise children completing their Prep after school
- Log children out on departure, liaising with parents
- Serve tea to pupils. Usually sandwiches, fruit and a drink
- Ensure a high standard of behaviour
- Maintain a tidy area and clear away at the end of the session
- To stay behind, if necessary, once After School Care is finished to ensure all children have been collected by a relevant parent or guardian.
- To be aware of all the relevant safeguarding and health and safety requirements
- Attend to children's physical welfare
- To report any Safeguarding, pastoral or other concerns about a pupil to a member of Senior Leadership or Designated Safeguarding Lead
- Attend INSET days incorporating staff training and staff meetings and line management meetings as appropriate
- Any other duties that may reasonably be required by the Headmistress

Completed applications should be returned to Laura Turnbull, HR Manager by email to [l.turnbull@dcshf.org.uk](mailto:l.turnbull@dcshf.org.uk)

Closing Date: 12 noon on Friday 1 July 2022

Interviews will take place week beginning 4 July 2022

## After School Care Assistant – Person Specification

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
<b>Job Related Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Ability to use own initiative</li> <li>• Have a willing and proactive nature</li> <li>• Capability to work well under pressure</li> <li>• An understanding of the principles of wrap-around care provision</li> <li>• A caring, fun-loving, team player who enjoys working with young people</li> <li>• Reliable, enthusiastic, adaptable, discreet and tolerant</li> <li>• Good organisation and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Durham Cathedral Schools Foundation</li> </ul>	Application form / Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within a team and independently/unsupervised</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the education sector</li> <li>• Experience in working with a variety of art materials and/or woods/plastics</li> </ul>	Application form / Interview
<b>Education / Qualifications:</b>	<ul style="list-style-type: none"> <li>• Minimum of Maths and English at grade C or above or equivalent</li> </ul>	<p>First Aid, Food Hygiene, Child Protection, Fire Safety are desirable but training will be provided</p> <ul style="list-style-type: none"> <li>• Experience in a similar setting would be an advantage</li> </ul>	Application form
<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>• Friendly and approachable.</li> <li>• Helpful and positive attitude.</li> <li>• Able to meet the needs of a diverse community.</li> <li>• Flexible attitude to working practices and demands</li> <li>• Responsible and trustworthy even when working unsupervised</li> <li>• Proactive approach to continuous personal development</li> </ul>		Past Work History / Interview