



LAMBROOK

AFTER SCHOOL SUPERVISOR

Required as soon as possible

The closing date for applications is Monday 19th October, 9.00am



CANDIDATE SEARCH

Lambrook seeks to appoint an After School Supervisor for our Westfield Club, our popular after school care facility for Pre Prep children that runs Monday to Friday from 3pm to 5.30pm during term time. It is a fun, relaxed environment, where children have a choice of a wide range of activities including arts & crafts, puzzles and Lego. We are looking for an enthusiastic, caring person to join our team to supervise and care for the children, providing a safe and nurturing environment. Experience working in a childcare setting and basic knowledge of Paediatric First Aid is desirable but not essential.

DUTIES

- To work closely with the Westfield Manager and other supervisors to meet the social and behavioural needs of the children
- To take responsibility for individuals and small groups of children and plan suitable activities
- To supervise the children, and encourage them to interact with each other in an appropriate and acceptable manner
- To deal promptly with conflicts and incidents in-line with established policy and encourage children to take responsibility for their own behaviour
- To feedback any concerns about children to the Westfield Manager
- To attend training courses and meetings as required
- Undertake other reasonable adhoc duties from time to time as necessary

STANDARDS AND QUALITY ASSURANCE

- Support the aims and ethos of the school
- Attend staff and school meetings and training sessions on INSET days
- Set a good example in terms of dress, punctuality and attendance
- Undertake professional duties that may be reasonable assigned by the Westfield Manager
- Be proactive in matters relating to health and safety
- Follow the School's Safeguarding policy in terms of the welfare and protection of the children

KNOWLEDGE AND EXPERIENCE

- A good understanding of the expectations of an EYFS setting
- An understanding of children's development
- Experience of working with children
- A basic knowledge of health and safety requirements in a school environment
- Experience of preparing basic craft materials for children

SKILLS AND ABILITIES

- Ability to follow instructions or work on own initiative as necessary
- Ability to communicate effectively with parents, carers and other professionals
- Ability to work within the policies of the school
- Ability to establish positive relationships with pupils and empathise with their needs
- Ability to encourage pupils to interact with each other in an appropriate and acceptable manner
- Ability to use language and other communication skills that young children can understand and relate to.

THE APPLICATION PROCESS

The school has its own generous salary scale and benefits including contributory Pension Scheme, free lunches (term time only), bike to work scheme, life assurance scheme. If the candidate has a child who has been accepted into the school, subject to availability of spaces, a means tested fee remission may be available.

Applications will only be accepted from candidates completing the School's Application Form in full.

To accompany your application form, we asked you to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters and application forms should be sent to the Headmaster via HR@lambrookschool.co.uk.

Any offer to a successful candidate will be conditional upon:

Verification of identity, qualifications and confirmation of right to work in the UK.

A minimum of two references.

A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.

Verification of medical fitness.

Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

Online checks will be carried out.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

