

May 2021

Dear Applicant

After School Club /Late Stay Supervisor (Part-Time)

Thank you for expressing an interest in the above position at Hampton Pre-Prep & Prep School. Hampton Pre-Prep & Prep is a small and friendly school with high standards, educating pupils from 3 to 11 years old. The successful applicant will work from 3.15pm – 5.45pm Mondays to Fridays and will be based at our Pre-Prep site.

Our Pre-Prep (Kindergarten to Year 2) is situated in Wensleydale Road and occupies two residential homes linked to form one building, with Kindergarten in a separate contained unit at the rear. The style of the property helps to create a secure and homely feel for the children in this early, yet very formative stage of their schooling. The older Prep pupils (Years 3 to 6) are located on Gloucester Road in a brand new state-of-the-art building.

We are looking for an enthusiastic and committed person to care for and supervise our children during the after school period from 3.15 – 5.45pm on a daily basis in our happy and forward-thinking school.

The person we are looking for will:

- have the ability to work with and communicate effectively with children age 3 to 11 years
- be adaptable
- be enthusiastic
- be a good team player
- have the ability to organise play activities
- have a strong commitment to children and their development.

In return, we can offer:

- positive, happy and enthusiastic pupils
- support of a strong and caring staff committed to children's success
- continued and professional development opportunities to support you in your career.

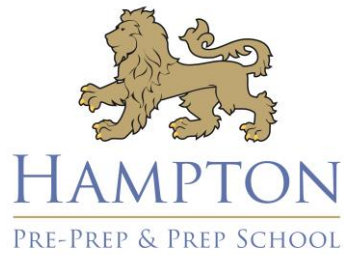
Please find enclosed a message from the Headmaster, Mr Tim Smith, job description, person specification and information about the School, including salary and other benefits. Visits to the School are warmly welcomed.

The closing date for applications is **Friday 21 May 2021** and we look forward to receiving your application in due course.

Yours faithfully,

A handwritten signature in black ink that reads "Imogen Murphy". The signature is written in a cursive, slightly stylized font.

Imogen Murphy
Head of Pre-Prep



Headmaster: Tim Smith BA, DipTchg, MBA

May 2021

Dear Prospective Candidate

I am delighted that you are interested in applying for the post of Late Stay Supervisor here at Hampton Pre-Prep and Prep School.

I can recommend this School to you wholeheartedly, the atmosphere is warm and inviting and the adults working here are simply brilliant.

I know how much time and effort it takes to put together applications for posts such as these, but please rest assured, should you be keen to apply to work here and join our fantastic team, we will give your application the close attention that it deserves. We hope to hear from you soon.

With all good wishes,

A handwritten signature in black ink, appearing to read "T. Smith", followed by a horizontal line.

Tim Smith
Headmaster



JOB DESCRIPTION

**After School Club / Late Stay Supervisor
required for September 2021
Part time, term-time only
Monday to Friday 3.15pm to 5.45pm**

Job Title: Late Stay Supervisor
Reporting Line: Head of Pre-Prep
Location: Hampton Pre-Prep and Prep School

The closing date for applications is **9.00am on Friday 21 May 2021**.

HAMPTON PRE-PREP AND PREP SCHOOL

Hampton Pre-Prep & Prep School is an independent preparatory school for girls ages 3 to 7 years and boys 3 to 11 years. We are currently seeking a committed Late Stay Supervisor to join our team from September 2021. The position is term-time only and the hours are 3.15pm to 5.45pm.

Hampton Pre-Prep & Prep is a small and friendly school with high standards, educating pupils from 3 to 11 years old. Late Stay is based at Pre-Prep, therefore, the successful applicant will spend time predominantly in the Pre-Prep department, working closely with one other Late Stay Supervisor, as well as other members of Pre-Prep staff on rota.

Our Pre-Prep (Kindergarten to Year 2) is situated in Wensleydale Road and occupies two residential homes linked to form one building, with Kindergarten in a separate contained unit at the rear. The style of the property helps to create a secure and homely feel for the children in this early, yet very formative stage of their schooling. The older Prep pupils (Years 3 to 6) are located on Gloucester Road in a brand new state-of-the-art building.

We are looking for an enthusiastic and committed person to care for and supervise our children during the after school period (3.15pm – 5.45pm) in a happy and forward-thinking school. Applicants ideally need to have previous experience of working in this environment or a passion for working with children. They need to be able to work on their own initiative, be organised and methodical in their approach, cheerful, well-presented, work co-operatively within the team and be prepared to assist with appropriate tasks as directed. Enthusiasm, flexibility, self-motivation, interpersonal skills and being able to work in a team are essential for this key role in our friendly school. A good rapport with children is also essential for this role.

Role Summary

On a daily basis the School Late Stay Supervisor is responsible to the Head of Pre-Prep.

Principle duties are set out below, however, please note the employee may be called on to perform other tasks as directed by the Head of Pre-Prep, Deputy Head Pastoral, Deputy Head Academic, Headmaster, Deputy Bursar, or anyone acting on their behalf.

Main responsibilities

- Take responsibility for the care and safety of pupils staying after the end of the normal school day
- Undertake the relevant administration including the register on a daily basis and each week provide attendance records for the School Office
- Lead the running of the late stay session each day
- Welcome and settle the pupils for late stay at the end of their normal school day
- Plan, organise and supervise suitable age appropriate play, games and activities in both the indoors and outdoors environment that are fun and stimulating
- Actively support the children's emotional wellbeing
- Supervise the serving of a snack ensuring hygiene and behaviour standards are met
- Ensure the collection of each pupil by an appropriate adult
- Administer first aid and manage body fluid spills as necessary
- Take responsibility for the children's behaviour management whilst they attend late stay

General Tasks

- Be aware of and follow Child Protection procedures and maintain a safe and happy environment for all in late stay
- Be mindful of the Health and Safety at Work Act 1974 and other legislative requirements at all times
- Be aware of and adhere to Staff Behaviour Policy maintaining appropriate conduct and confidentiality at all times
- Any other jobs deemed to be reasonable and appropriate to the role upon request from the Head of Pre-Prep or anyone acting on their behalf.

Training

- Where necessary, to undergo on the job training under the general direction of the to increase competence, proficiency and safety awareness
- First Aid training will be provided if necessary
- Attending CPD training outside the School where appropriate.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a 'flavour' of the position and responsibilities.

The School Late Stay Supervisor, as a member of the Support staff, is ultimately accountable to the Deputy Bursar. However, on a day-to-day basis he/she will work under the supervision of the Head of Pre-Prep, and be expected to work in co-operation with all staff at Hampton Pre-Prep & Prep.

The employee may be required to become a registered first aider and, if so, will be required to attend a First Aid at Work Course and such additional and refresher courses as may be advised. You will also be required to act as Fire Marshal as required. Training will be provided.

PERSON SPECIFICATION:

Personal Qualities

- Good sense of humour
- Calm, caring and personable
- Positive, resilient outlook
- Flexible and creative in approach
- Active and willing to work outdoors year round
- Commitment to an involvement in the wider school life
- A willingness to be a part of a team, by establishing constructive working relationships with others

Knowledge/Experience/Qualifications

- Experience of working with children, or a passion for working with children is essential
- Knowledge and appreciation of child development is desirable, or an awareness of what constitutes 'good quality' childcare
- Childcare qualifications Level 3 or above is desirable, or a desire to work towards childcare qualifications
- Paediatric first aid qualification is desirable

Skills

- Good communicator - high levels of written and oral communications skills
- Ability to communicate effectively with a range of audiences
- Work effectively as part of a team
- Able to use own initiative and motivate others
- Able to relate to and empathise with pupils, developing trust and respectful relationships with them.

Safeguarding (Essential)

- Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure
- A commitment to abide by and promote Equal Opportunities, Health and Safety, British Values and Child Protection Policies
- Suitability to work with children, the post holder will require an enhanced DBS
- Post holder will complete a Self-Declaration Form to comply with the 'by association' rule.

It will be a requirement of employment that the employee agrees to a Criminal Background Check including full disclosure (including spent convictions) and that such check reveals nothing that would render him/her unsuited to working in a school. All employees are also required to complete a self-declaration form to comply with the 'by association' rule.

Equal Opportunities

It is the policy of the Hampton School Trust to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview please inform the School.

SALARY AND OTHER BENEFITS – LATE STAY SUPERVISOR

Salary

The salary will be based on the Hampton School Scale for Support staff. The Salary will be pro-rata SP9 of the Hampton Support Staff Pay Scale the full-time equivalent being £22,446 per annum pro-rata. This will be paid in 12 equal payments by bank transfer on the 25th of the month, or next working day thereafter.

Hours and Holidays

The salary is for a term time Monday to Friday appointment 3.15pm – 5.45pm. Holidays cannot be taken during term time.

Notice

The appointment is probationary for the first year of employment after which it will be confirmed, or extended for a further period not exceeding 6 months. The minimum period you are required to give to terminate your employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months
Eight years but less than twelve years	One week for each year of continuous employment
Twelve years or more	Twelve weeks

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

May 2021