

# Gresham Primary School

Headteacher: Ms Karen Steele

## **Job Advert**

### **Afterschool Club Assistant Vacancy**

Salary	Grade 2 -Scale point 3-5 (Full time equivalent £26,238 -£27,030)
No. of hours	Possibility of 3 hours per day - 3pm to 6pm - Monday to Friday (flexibility and overtime possible)
Appointment Type	Fixed contract one year with a view to extend
Posted	Monday 19 <sup>th</sup> February 2024
Closing Date	Ongoing
Interviews	Successful candidates will be notified of the interview dates.
Start Date	As soon as possible

We are seeking to appoint an inspirational and enthusiastic professional to join our team. The successful candidate will need to be creative and pro-active and assist the Afterschool Club Leader in supervising children attending Afterschool Club, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behavior. We are looking for a motivated, hardworking, reliable, flexible team player, who will also be a professional and welcoming face of the Gresham Primary to all visitors, staff and students.

Good numeracy, literacy skills and knowledge of food hygiene are required (training will be provided) plus the willingness to undertake further training as necessary.

#### **We can offer**

- A friendly and supportive staff and community
- A pleasant working environment
- Good professional development opportunities
- Be part of a motivated, ambitious team

If you are interested in applying for this vacancy, please complete the application form, indicating how you satisfy the criteria set out in the Job Description/Person Specification. Applications should be submitted via email to [hr@gresham.croydon.sch.uk](mailto:hr@gresham.croydon.sch.uk) Alternatively, paper applications should be sent to the school address below. The closing date for applications is as stated above. Please ring the school office if you have any queries Tel. 020 8657 1807.

References will be requested for those shortlisted only and prior to interview. Only those shortlisted for interview will be contacted. An Enhanced DBS certificate will be required on provisional offer, including a check of the Children's Barred List and other employment checks. Where applicable, if an applicant with a provisional offer of employment has lived and/or worked outside the UK, they will be required to obtain a Certificate of Good Conduct.

Gresham Primary School is a caring, friendly and a forward-looking school and is committed to safeguarding and promoting the welfare of our children and expects all staff to share this

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commitment. Our safeguarding policy & Keeping children safe in Education document can be downloaded and read from our website. <https://www.gresham.croydon.sch.uk/safeguarding/>

## **Associated Documents**

- Application form
- Job Description and Person Specification
- Equal Opportunities Monitoring Form