



Charlton-on-Otmoor CE Primary School

Fencott Road, Charlton-on-Otmoor, Oxon OX5 2UT

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AFTER SCHOOL CLUB LEADER REQUIRED

Job Title:	After School Club Playleader
Location:	Charlton-on-Otmoor CE Primary School
Start date:	Monday, 6 th January 2020
Salary type:	Support Staff
Grade:	G5/G6 (£9.74 to £11.41 per hour) depending on qualifications and experience
Hours:	12 hours per week (Monday to Thursday 3pm to 6pm)
Job Type:	Fixed Term (initially until end of the summer term 2020)
Responsible to:	Headteacher
Closing Date:	Monday, 9 th December
Interviews:	Thursday, 12 th December
Qualifications required:	*Level 2 qualification in Playwork (defined as full and relevant by the Teaching Agency to work in an early years setting), or working towards; <u>OR</u> *Level 2 early years/childcare qualification (defined as full and relevant by the Teaching Agency to work in an early years setting) and the CACHE Award Playwork for Early Years & Child Care Workers, or working towards

***An applicant who has not yet achieved the required qualification, but meets all other essential criteria, could be appointed for up to one year at Grade 5. The person appointed would be mentored in the post by an appropriate member of the school's staff, while undertaking the qualification. The mentor would be available on site during the club's opening hours.**

We are looking for a highly motivated After School Club Leader to take responsibility for planning, organising and running the Charlton After School Club (CAST).

MAIN PURPOSE OF THE JOB:

To be responsible for the planning, day-to-day organisation and operation of the club, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos, values and procedures. This post holder is responsible for ensuring that all county Safeguarding Children policies are adhered to and concerns are raised in accordance with these policies.

The successful candidate will:

- enjoy working with children and be patient, enthusiastic and cheerful;
- be committed to providing high quality care, in a safe environment, in liaison with the Headteacher and school office;
- plan and organise a varied and creative play programme;
- be responsible for ensuring that all county Safeguarding Children policies are adhered to and concerns are raised in accordance with these policies; and
- be able to administer first aid and support the administration of health and safety procedures (training can be given).

Safer Recruitment

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

For further information about the role or if you would like visit the school, please contact Sandra Lambert, email office@charltonono.co.uk, or Ross Griffin, ross.griffin@charltonono.co.uk, or telephone 01865 331239.