

Before /After School Club Play Assistant

The Queen's School is an independent day school for girls aged from 4 to 18, set on two separate sites in the historic City of Chester.

The hours of work for this part-time, term-time post will be approximately between 15.25 to 18 hours per week from March 2021 on a scheduled rota basis.

The Post

We are looking for a passionate and caring Play Assistant to work in our Before and After School Club at our Lower School from March 2021. The successful candidate must have at least a NVQ level 2, or an equivalent qualification.

Excellent interpersonal and communication skills and a flexible approach are essential to meet the varied demands of a school environment.

The Queen's Lower School

The Lower School is situated on Liverpool Road and encompasses two large Victorian buildings with extensive grounds to the rear of the property. There is a large field, a playground with outside play equipment recently installed, and a large hall. The school has its own swimming pool. At the end of the day, there are a number of extra-curricular activities taking place, which most girls in the upper years attend.

Department and Staffing

We operate two services out of school hours. The Before and After School Clubs comprise of a Supervisor and Play Assistants. Hours are timetabled however Play Assistants may be asked to provide sickness absence cover on occasion and flexibility of hours would be desirable.

Before School "Sunrise Club" 7.30 – 8.30am

Girls arrive from 7.45 and are supervised before going to class at 8.30. They are given the option of having a light breakfast of cereal or toast and a drink.

After School "Sunset Club" 3.15 - 6.00pm

Girls follow a regular routine of eating a light snack followed by attending one or more of the available activities in a home from home experience.

Following on with values supported in the school day, the staff give opportunity for exploration outside, relaxation and engagement in purposeful play. Through themed activities, and assisted by children's planning, the staff ensure children are individually supported in a warm and caring environment. Pupils can take part in sewing, baking, computing, gardening, art and craft, meditation and physical outdoor play.

A homework club is also available to ensure that work is carefully completed before the fun begins.

Remuneration

- Salary:** Salary will be paid at an hourly rate of £8.72.
- Pension:** The School will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol you in a pension scheme as and when required by law. Full details will be provided to you with your first salary payment.
- Holidays:** This post carries 5 weeks holiday pay plus paid bank holidays, increasing to 6 week after 5 years' service. Holiday pay is pro rata and is factored into the salary payable. Holidays cannot be taken in term time.

Working Hours

- Between 15.25 – 18 hours per week, scheduled by the before and After School Clubs supervisor. Term time only, which is approximately 36 weeks per year, plus attendance on at least 1 compulsory INSET day.
- Sunrise Club 7.30am – 8.30am Monday to Friday
- Sunset Club 3.00pm – 5.30pm or 6.15pm. Days per rota.
- Opportunities may be available for additional hours. Hours will be mutually agreed and paid at the basic rate of pay where they are authorised in advance and required to perform duties outside of your normal job requirements.

Interview and Appointment

- Please notify the school if you have any disability for which special arrangements need to be made for either the interview or if the position is offered.
- Candidates should be aware that the appointment will be subject to an enhanced Disclosure and Barring Service check. We hope that applicants will appreciate the need for us to comply with these legal requirements.
- Employers have a legal duty to verify that new employees are eligible to work in this country, under the Immigration Asylum and Nationality Act 2006. Therefore, the successful candidate will be asked to produce their passport and/or visa before commencing work.
- It is also our policy to ask to see original certificate(s) of qualification(s) upon acceptance of the post. A photocopy will be retained for our records in both cases.

General

To meet with legal requirements please read a copy of our Safer Recruitment Policy, containing our Employment of Ex-offenders Policy, which can be accessed via our website.

Application

The application form and a letter of application, which should be no more than one side of A4, should be addressed to Miss Iona Carmody, Head of Lower School by **Monday 1 March 2021** and emailed to recruitment@thequeensschool.co.uk. Please note that applications without a completed Application Form will not be considered.

Applications will be reviewed regularly in the period up to the deadline and interviews will be arranged from **Wednesday 3rd March**.

If you have not heard from us by **Friday, 5th March** please assume that your application has not been successful in this instance.

For further information, please visit our website www.thequeensschool.co.uk.

The school is committed to safeguarding and promoting the welfare of our children. Child safety recruitment procedures operate and the post is subject to references and an Enhanced DBS disclosure. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age.