



JOB VACANCIES AT HAUGHTON ST GILES PRIMARY ACADEMY

Due to the imminent closure of Little Seeds, Haughton St Giles Primary Academy are actively seeking to fill two part-time temporary posts with immediate effect:

Post/Job Reference: Breakfast & After School Club Leader

Salary Range: Grade 4, Scale Point 8 (£10.32 per hour)

Hours: 22.5 hours per week, (7.30am to 08:45am & 3.15pm to 6pm, Monday to Friday with 2.5 additional hours to cover admin) – term time only

Qualification: NVQ Level 3 in Childcare or equivalent

Contract Type: Temporary Contract from 23.05.22 to 31.08.22.

Start date: ASAP

Closing Date: 9am on Wednesday, 18th May 2022

Interview: Friday 20th May 2022

Post/Job Reference: Breakfast & After School Club Assistant

Salary Range: Grade 2, Scale Point 2 (£9.50 per hour)

Hours: 20 hours per week, (7.30am to 08:45am & 3.15pm to 6pm), Monday to Friday – term time only

Qualification: NVQ Level 2 in childcare or equivalent

Contract Type: Temporary Contract from 23.05.22 to 31.08.22

Start date: ASAP

Closing Date: 9am on Wednesday, 18th May 2022

Interview: Friday 20th May 2022

Haughton St Giles are actively looking for staff who are either experienced or wish to become experienced in the field of childcare.

Both applicants must possess strong communication skills and be proactive in creating and leading an enjoyable club environment for the children.



Duties include but not limited to -

- The preparation and delivery of play activities including self-participation
- Setting up and clearing away after sessions
- Good level of understanding with regard to the safeguarding of children
- Administering first aid where appropriate
- Preparing and serving snacks
- Ensuring that resources remain in good order.

Training will be necessary prior to starting which will include Level 1 & 2 Safeguarding (on line), Food Hygiene Training (on line) and attendance on Paediatric First Aid Training (2 full days).

There is also a strong possibility that this club may continue after the summer holidays and we will ensure that all staff members are consulted with on a regular basis.

Haughton St Giles Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an **Enhanced DBS disclosure**.

To Apply:

An application pack is available for collection from the school office or can be downloaded from the school website <https://www.haughtonstgiles.org.uk>. Please return the completed application form either in person or via email to haughtonoffice@stbartsmat.co.uk. Please ensure that the Job Reference is printed on the application form or in the subject line of the email.