

ADVERTISEMENT

Post title	After School Club Leader
Location	Waterton Academy Trust based at – Normanton Junior Academy Church Lane WF6 1EY
Salary & Grade	Grade 4 - £18795 - £19171 (Actual £6356 - £6483)
Hours	15 hours per week, Term Time Only (3.00pm – 6.00pm Mon to Fri) Part time working maybe considered for the right candidate 9 hours per week Wed – Fri 3.00PM - 6.00PM

An exciting opportunity to be part of something special!

Normanton Junior Academy, proud to be part of Waterton Academy Trust, are seeking to appoint an After School Club Leader to join their team.

This is a very exciting time for Normanton Junior Academy; in March 2018 Ofsted recognised NJA as a Good school with Outstanding Leadership & Management, and Personal Development & Welfare.

Staff at Normanton Junior Academy take pride in being caring, vibrant and hardworking members of the Normanton community. NJA are looking for an exceptionally motivated and highly efficient individual who will play a key role in supporting the pupils and parents who attend their wrap around care.

Normanton Junior Academy is a three-form entry junior school with capacity for 90 pupils in each year group. We currently have approximately 353 pupils aged 7-11 and our numbers are rising. NJA offers excellent facilities and has a large after school club area that includes a fully fitted kitchen, dining area and a large play space.

The after school club currently manages between 20-30 children per session. Every day is different offering a variety of activities to suit all age groups, this includes; board games, building Lego, creating arts & crafts, ICT based projects, playing sports outside, supervising card games, reading and storytelling. The younger children, who attend ASC from a local Infant school, enjoy staging puppet and talent shows for everyone. We are sure you will find it very rewarding watching the children interact with one another, having fun and leaving on an evening with a smile, all because they enjoyed the experience of NJA's after school club!

The children who attend ASC hope to appoint an aspirational leader who;

- Will join in games
- Will be fun but fair when needed
- Is a good role model
- Will be encouraging with homework and reading
- Will make tasty, healthy meals
- Will be caring, friendly and kind
- Will be observant as our ASC gets very busy so you'll need to have eyes everywhere
- Will know basic first aid in case there is an accident (or happy to learn)

The main duties of the role include:

- Overall responsibility for the day-to-day running of the after-school club

- Making and serving meals and refreshments – the meals are healthy and are often made from scratch i.e. stew, bolognese, casserole
- Purchasing necessary resources
- Online food orders and monitoring of stock
- Regular maintenance checks and tidying of equipment
- Oversight of all activities, including planning and delivery
- Maintaining up-to-date records for children attending the club, including relevant medical details, current emergency contact details
- Co-ordinating and promoting strong links between the club and parents/carers

We are looking for someone who has:

- Previous experience of working in an afterschool club, educational setting or day care
- A first aid qualification, or willingness to complete training
- A food hygiene certificate, or willingness to obtain one
- Excellent communication skills (telephone and face to face) and people skills
- Experience of supervising staff and team building
- The ability to work under pressure and to deadlines and maintain a good sense of humour

You will need to be:

- Enthusiastic, organised, highly motivated and hardworking
- Committed to support our common purpose of providing our children with the best possible care and education
- Adaptive in an ever changing environment
- Sensitive to children's needs following the equalities act
- Reliable and flexible
- Understanding regarding confidentiality

In return we can offer you:

- A warm and vibrant school community, including a friendly and supportive staff team
- A Multi Academy Trust where experience can be shared
- Support and encouragement of a strong Senior Leadership Team
- Further training and support with your career development

Visits to the school are warmly welcomed so that you can see what a friendly and dynamic place Normanton Junior Academy is to work. Alternatively, if you would like more information about our school and the position, please contact us on 01924 891546 or sbooth@normantonjunior.co.uk

Completed application forms should be returned directly to Normanton Junior Academy or by email to sbooth@normantonjunior.co.uk

Closing date: 26.06.2019 @9AM

Shortlist: 27.06.2019

Interviews: 08.07.2019

02nd September 2019 start

Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The position is subject to two satisfactory

references, a clear enhanced DBS check carried out by an online third party service and completion of a childcare disclosure regulation form.