



# After School Club Co-ordinator

Vacancy Information



**HumberEducationTrust**

Where everybody counts, every moment matters.

## We are Humber Education Trust.



Humber Education Trust's vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We will grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we will drive these aims further and faster for the benefit of our pupils and our communities.

Humber Education Trust is also recognised by the DfE as an Academy Sponsor. This means that through the Trust, we are held accountable for sponsored schools who may join us, to ensure improvement in outcomes and taking responsibility for their performance and financial arrangements.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe

passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools). We have a strong moral purpose and a determination to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.



**Rachel Wilkes**  
*Chief Executive Officer*





# After School Club Co-ordinator



## ST NICHOLAS PRIMARY SCHOOL AFTER SCHOOL CLUB CO-ORDINATOR

<b>Grade &amp; Scale point:</b>	2, SCP 2-3
<b>Salary:</b>	£22,366- £22,737 FTE, £6,338- £6,443 Actual, £11.59/hr
<b>Hours of work:</b>	12.5 hrs/week, Monday – Friday, 3.15pm – 5.45pm
<b>Contract:</b>	Permanent, Term time only (190 days per year)
<b>Start date:</b>	September 2024 or sooner for the right candidate

***Do you love interacting with and motivating those around you? Are you responsible but fun and energetic too? Then we'd love you to join us at After School Club!***

St Nicholas Primary School are looking to appoint an enthusiastic and motivated After School Club Co-ordinator on a permanent contract to join our hardworking team. This is an exciting time to join us, helping to further develop the club.

You must be great at using your initiative, hardworking and an inspiring role-model for our young learners. You will need the motivation to work with children and young people and have the ability to plan and prepare a range of stimulating activities.

### **JOB REQUIREMENTS:**

- Liaise with the School Business Manager regarding purchasing food, resources etc. and to carry out stock control.
- Set up the area before children arrive and pack away at the end of the session.
- Plan and coordinate activities and games. Organise the space and resources to create a welcoming, informal environment.
- Monitor behaviour in line with the school's policies and ensure children are happy and content, sharing any concerns with relevant professionals.
- Supervise the team to ensure that the provision is consistent, effective and of a high standard.

### **THE SUCCESSFUL CANDIDATE WILL HAVE:**

- The post-holder must have a Basic Food Hygiene & Safety Certificate or willing to complete prior to taking up post.
- Previous experience of managing pupil behaviour in a workplace setting.
- Basic knowledge of Health and Safety, First Aid, Lifting and Handling and Fire Prevention (appropriate training will be provided)
- Ability to organise activities that engage children.
- A knowledge and commitment to safeguarding and promoting the welfare of children and young people.





# After School Club Co-ordinator



## AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our Teaching & Learning Ambassadors and peer networks.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

If you believe you are the right person for the job then we would love to hear from you.

**Visits to our school are welcome by appointment.**

## HOW TO APPLY:

To apply for this role, please [click here](#) to download our application form. Once complete, please email with an optional cover letter to Ellie Hodder, School Business Manager, at St Nicholas Primary School via [sbm@stnicholas.het.academy](mailto:sbm@stnicholas.het.academy)

All candidates are advised to refer to the job description and person specification before making an application. Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

**Closing date for completed applications:** 8am, Monday 3 May 2024

If you have any queries regarding the role or application process, please contact Ellie Hodder, School Business Manager, at St Nicholas Primary School via Tel: 01482 444215 or email [sbm@stnicholas.het.academy](mailto:sbm@stnicholas.het.academy)

As part of Humber Education Trust's recruitment processes, in accordance with statutory KCSIE guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

## CONDITIONAL OFFER:

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

## SAFEGUARDING STATEMENT:

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.



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# After School Club Co-ordinator



**SCHOOL:** St Nicholas Primary School      **POSITION NO:**

**SECTION:**      **GRADE: 2**

**JOB TITLE:** After School Club Co-ordinator      **DATE PREPARED:** September 2017

**EVALUATION DATE:** 5 September 2017      **JE NUMBER:** HET13

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the school.

**PURPOSE:**  
To ensure the smooth running of After School Club procedures, supervising other after school club staff to ensure a high quality provision of a healthy snack and varied activities for pupils to enjoy in a relaxed and calm environment at the end of the school day.

**PRINCIPAL ACCOUNTABILITIES:**  
**Please note decision making must be included within the Principal Accountabilities**

1.	To promote and safeguard the welfare of children and young people.
2.	Liaise with the Admin & Finance Manger regarding purchasing of food, resources etc. Carry out stock control, ensuring cupboards, fridges, tables and chairs etc. are kept in a clean and tidy order.
3.	Set up area before children arrive with other after school club staff and pack away at end of session (ensuring club area is clean and tidy after each session).
4.	Plan and coordinate activities and games to interest and stimulate the children. Organise the space and resources to create a welcoming, relaxed and informal environment. Inter-react with children, discussions, read with children, play games or have conversations on a one to one basis.
5.	Monitor behaviour and ensure children are happy and content (any concerns should be shared with the relevant professionals). Ensure there is a good standard of behaviour in line with the school's behaviour policy. Bring any concerns to the attention of parents.
6.	Liaise with the Administration Assistant and maintain the booking system and register.
7.	Supervise the team to ensure that the provision is consistent, effective and of a high standard.
8.	Promote the club to maximise usage and continued success.
9.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.



# After School Club Co-ordinator

**GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.

**DIMENSIONS:****1. Responsibility for Staff:**

Supervision of the day to day activities of the after school club team.

**2. Responsibility for Customers/Clients:**

Ensuring the safeguarding and well-being of all members of the after school club.

**3. Responsibility for Budgets:**

The Headteacher retains responsibility for managing the budget. The post holder takes responsibility for handling small amounts of cash.

**4. Responsibility for Physical Resources:**

The post holder is responsible for ensuring that all after school club equipment is properly cared for and used only for the purposes intended.

**WORKING RELATIONSHIPS:****1. Within Service Area/Section:**

Teaching and support staff; pupils and parents.

**2. With Any Other School Areas:**

N/A

**3. With External Bodies to the School:**

N/A

**ORGANISATION CHART:**

Headteacher

Deputy Headteacher

Admin & Finance Manager

**After School Club Co-ordinator**

After School Club Assistant

	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information (if applicable)
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		X					
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	X						
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		X					The work involves regular contact with staff, pupils and parents; there may be some occasions of conflict in the conduct of pupils/parents. It is anticipated however that this would be minimal, and that the post holder would seek assistance.

PERSON SPECIFICATION				
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
<b>1.</b>	<b>Qualifications:</b>			
	The post-holder must have a basic Food Hygiene Certificate prior to taking up post.	x		Production of certificate
<b>2.</b>	<b>Relevant Experience:</b>			
	Previous experience of managing pupil behaviour in a workplace setting	x		Application form <b>and</b> Reference
	Previous experience of supporting pupils' learning in a school setting		x	Application form <b>and</b> Reference
<b>3.</b>	<b>Skills (including thinking challenge/mental demands):</b>			
	Motivation to work with children and young people.	x		Interview
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	x		Interview
	Ability to plan and prepare a range of activities for pupils across the primary age range	x		Interview
<b>4.</b>	<b>Knowledge:</b>			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	x		Interview
	The post holder will have basic knowledge of Health and Safety, First Aid, Lifting and Handling and Fire Prevention for which appropriate training will be provided	x		Application form
	Use of equipment/resources	x		Application form
	Full working knowledge of relevant polices/codes of practice/legislation	x		Application form <b>and</b> Interview
<b>5.</b>	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	x		Interview
	<b>Written Skills</b>			
	Ability to keep records and produce short reports	x		Application form
<b>6.</b>	<b>Other:</b>			
	Ability to supervise the work of others	x		Interview



PERSON SPECIFICATION				
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<p>The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.</p>				
7.	<b>Additional Requirements:</b>			
	None		N/A	
8.	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	X		DBS Disclosure



## Vision & Values

### **We are Humber Education Trust.**

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only the best is good enough.

**This is us. Humber Education Trust.**



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## Work for Humber Education Trust

**We value our employees**

The following **benefits** are available to employees within our academies:

### **Financial**

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay

### **Family Friendly**

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

### **Employee Benefits - Permanent Contracted Employees & Fixed Term**

- Staff Wellbeing EAP - 24/7 Confidential counselling service
- Integrated GP service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platform
- 20% Discounted Gym Membership - Hull City Council Leisure

### **Professional Development**

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

*The opportunity to make a real difference to the lives of our students*