

Corporation Road, Darlington, DL3 6AR

www.corporationroad.darlington.sch.uk

Telephone: 01325 244940 **Email:** admin@corporationroad.darlington.sch.uk

Headteacher: Mark Dipple

Childcare Assistant (After School)

Band 2 SCP 4 - £6,288

Required from January 23

Term time only – 12.5 hours per week

Temporary (initially) until July 23

Hours: 3.00 – 5.30pm

Are you looking for a new and exciting opportunity? Do you have a genuine desire to create something extraordinary for the children in our care? If so, Corporation Road Primary School may just be looking for you...

Corporation Road Primary School is a unique school, which serves a diverse community in the heart of Darlington.

This new role is to help us to establish Wraparound Care, to allow more of our parents to access afforded childcare.

If you think, you would like to work with us, please read the job description and complete an application form, found on the school webpage at [Corporation Road \(corporationroadschool.co.uk\)](http://Corporation Road (corporationroadschool.co.uk))

Applications should be returned to school by post or emailed to admin@corporationroad.darlington.sch.uk

Important dates:

Closing date:	Friday 25 th November at 9am
Shortlisting date:	Monday 28 th November
Interview date:	Monday 5 th December
Start date:	4 th January 2023

If you are not contacted by Tuesday 29th November, please assume that you have not been shortlisted on this occasion.

In line with Lingfield Education Trust's Recruitment & Selection Policy, please note that we are unable to accept CVs – the full application form must be completed and any information provided on CVs will not be considered for short-listing purposes.

The post will be based in Corporation Road Primary School however; the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE 2022) will be undertaken before an appointment is confirmed.

Further details are available from Mrs Janet Sowerby, Office Manager. Please call 01325 244940.

Job Description

POST TITLE : Childcare Assistant (After School)

GRADE : Band 2 SCP 4

JOB PURPOSE : To support in the childcare and delivery of our before and after school clubs. Ensure the provision operates within relevant legislation and regulations, the children are kept safe and that relevant educational and recreational activities take place.

MAIN DUTIES/RESPONSIBILITIES

1. Ensuring a diverse, relevant and varied programme of activities takes place using the facilities provided.
2. Checking equipment regularly to ensure safe use across the provision.
3. Building strong professional relationships with parents, carers and other visitors to make sure everyone is made to feel welcome and that they receive the appropriate information and advice in a timely manner.
4. Maintaining accurate records.
5. Administering basic first aid where necessary.
6. Assist in preparing and serving healthy snacks and meals where appropriate.
7. To support in the setting up and clearing away of all activities and equipment at the beginning and end of each session.
8. To undertake such personal training that may be deemed necessary to meet the duties of the post.
9. This post involves a high level of contact with, and responsibility for children.
10. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, including adhering to all specified procedures.
11. The post holder must carry out his/her duties with full regard to the all the Trust's policies and procedures in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
12. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

This is not an exhaustive list. The post holder will be required to undertake any other duties of a similar nature related to the post which may be required from time to time and are considered reasonable for the post.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST/SCHOOL POLICIES.

THE POST IS SUBJECT TO AN DBS CHECK (CERTIFICATE OF DISCLOSURE FROM THE DISCLOSURE AND BARRING SERVICE) AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

The Trust and Schools within the Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Person Specification

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Minimum NVQ L2 in Childcare Willing to complete Paediatric First Aid and Food Hygiene Training		D1	Paediatric First Aid Training	AF/I/R/C
				D2	Food Hygiene Training	
Experience & Knowledge	E2	Experience of working in a similar environment providing educational and recreational activities	AF/I/R	D3	Knowledge of Health and Safety practices at work relating to spillages, trips and falls	AF/I/R
	E3	Experience of working with primary school age children	AF/I/R	D4	Knowledge of the EYFS	AF/I/R AF/I/R
Skills	E4	Be able to work as part of a team but also on own initiative	AF/I/R			
	E5	Basic record keeping skills	AF/I/R			
	E6	Ability to effectively communicate orally with colleagues and children	AF/I/R			
	E7	Ability to build professional relationships with a range of people including parents, children and colleagues.	AF/I/R			

Personal Attributes	E8	Friendly and approachable manner	AF/I/R			
	E9	Calm and confident	AF/I/R			
	E10	Flexible approach	AF/I/R			
Special Requirements	E11	Motivation to work with children work with children	I/R/D	AF/I/R		
	E12	Ability to form and maintain appropriate relationships and personal boundaries with children	I/R/D	AF/I/R		
	E13	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining challenging behaviours and attitudes to use of authority and maintaining	I/R/D	AF/I/R		
	E14	Suitability to work with children with children	R/D	AF/I/R		

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references & an enhanced DBS

