



# After School Club Assistant

*The Good Shepherd Catholic Primary School*

**Hours of work: 3.00pm – 5.30pm Monday – Friday (12.5 hours).**

**Weeks per year: 38 weeks (term time only)**

**Pay: Grade B point 1-2 (£17,842 - £18,198 F.T.E)**



The Good Shepherd Catholic Primary School is a two-form entry primary school educating approximately 300 pupils in Kingsthorpe, Northampton. The Good Shepherd is part of Our Lady Immaculate Academies Trust.

Our Lady Immaculate Catholic Academies Trust is a large new Catholic Multi Academy Trust situated in the northern half of the Catholic Diocese of Northampton formed by the merger of three former Catholic Trusts in February 2020. The Trust currently leads and manages ten catholic primary schools located across the geographical area of Northamptonshire and Bedfordshire and, two Catholic secondary schools – Thomas Becket in Northampton and St Thomas More in Bedford

Applications are invited for the post of After School Club Assistant. The role of the After-School Club Assistant will be to support the Headteacher to plan and co-ordinate exciting learning opportunities in our After-School Club for children aged 4-11. You must also be prepared to provide facilities that enable children to eat healthy snacks after school and deliver high quality school care.

#### Main responsibilities:

- Take register of attendance
- Supervise the children to ensure a safe, happy and secure environment
- Make toys available and check that there is adequate space for study time
- Prepare and serve a range of snack items including drinks
- Help to set up and put away equipment used
- Adhere to the School's Health & Safety Policy and other relevant School Policies
- Liaise with parents as appropriate
- To respect confidentiality at all times
- To ensure that the school's safeguarding policy is understood and followed at all times
- To attend relevant training and meetings as required
- To act in accordance with any reasonable request made by the Headteacher

In return, we can offer a strong supportive team ethos committed to continuous improvement as well as any relevant training.

Further information about the school can be viewed on the school website [www.thegoodshepherdprimaryschool.org](http://www.thegoodshepherdprimaryschool.org) or on the Trust website [www.olicatschools.org](http://www.olicatschools.org)

You can apply now via My New Term, please visit our school website

<https://www.thegoodshepherdprimaryschool.org.uk/page/?title=Vacancies&pid=18>

If you would like a candidate pack and application please email [ATreadgoldNelson@tgs.nor.olicatschools.org](mailto:ATreadgoldNelson@tgs.nor.olicatschools.org)

All completed applications should be sent to [ATreadgoldNelson@tgs.nor.olicatschools.org](mailto:ATreadgoldNelson@tgs.nor.olicatschools.org)

Proposed interview date: Friday 3<sup>rd</sup> February 2023

**Closing date for completed applications: Tuesday 31<sup>st</sup> January 2023 at midday.**

*The Good Shepherd Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees will be assessed during the recruitment and selection process in line with this commitment. Successful applicants will be required to undertake an enhanced DBS check.*