

Date: March 2022



Dear Candidate

RE: Before and After School Club Deputy

Thank you for expressing an interest in the position of **Before & After School Club Deputy** within our school. I hope that you find the enclosed information useful as you find out more about our exceptional school and community.

We are looking to appoint a well-motivated, enthusiastic Deputy manager who can work well as part of a team for six hours each week. You will be working as part of the management team of Manager and two Deputies across various shifts during the week, flexibility required.

A summary of the main responsibilities of this role are detailed in the job description attached.

If you are interested in applying for the post, please complete the application form by noon on **Friday 22nd April 2022** either via e-mail to admin@lostockhall.cheshire.sch.uk or by post addressed to Donna Allen, Admin Officer, Lostock Hall Primary School, Mallard Crescent, Poynton, SK12 1XG. Interviews will take place soon after this date.

We look forward to receiving your application and working alongside you through this recruitment process.

Yours faithfully

Graham Hamilton
Head Teacher



LOSTOCK HALL PRIMARY SCHOOL

Mallard Crescent
Poynton
Cheshire SK12 1XG

e mail: admin@lostockhall.cheshire.sch.uk
Head Teacher: Mr Graham Hamilton

Required in May 2022

Before and After School Club Deputy

Grade 4 (Points 4-5)
6 hours across the week
Actual Pay (£2,737 - £2,792)

We are looking to appoint a well-motivated, enthusiastic Deputy manager who can work well as part of a team managing a busy before and after school club in our Primary School. You will be working as part of the management team of Manager and two Deputies across various shifts during the week, flexibility required.

Lostock Hall Primary School and The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of all its students and expects all staff to share this commitment. Appointment to this post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

Closing Date: Friday 22nd April at noon
Interviews will take place soon after the closing date

JOB TITLE	Out of School Club Deputy	JOB REF NO	AAAD5102
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1 BASIC JOB PURPOSE

To assist the supervisor in providing a high quality, inclusive play and care centred service that meets the needs of children, young people and their families. To assist the supervisor in the day to day organisation and operation of the club in line with club policies and procedures, the National Standards for Out of School Care and statutory guidance for Safeguarding Children.

2 MAIN RESPONSIBILITIES

NO	
1	Assist the manager, as appropriate, to ensure the smooth running of the club, promoting positive attitudes and attending meetings as appropriate.
2	Support a team of playworkers to provide a safe, stimulating environment for the children and young people and ensure play materials and equipment are properly used, maintained and stored, and report any worn or damaged materials to the manager.
3	Supervise children and young people and organise and prepare creative and appropriate play opportunities for the children, ensuring the play area is left in a clean and tidy condition at the end of each session.
4	Ensure the safety of all children in the event of a fire, fire drill or other emergency and administer first aid when necessary.
5	Support the manager in the day to day administration, collection of fees, record keeping and provision of snack.
6	Record and report any concerns relating to child protection in line with Local Safeguarding Children Board procedures.
7	Record and monitor the safe arrival and departure of children and young people.
8	Work closely with parents to create and develop open and inclusive working partnerships which support the development of their children.

Core responsibilities for all employees

1. Health & Safety

All staff within The TRUE Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or a member of SLT as appropriate.

2. Equality & Diversity

Staff employed by The TRUE Learning Partnership are expected to promote equality for all students and staff, both current and prospective, and to support an environment that values diversity and respect. The TRUE Learning Partnership believes that all individuals are of equal value and we are committed to equality for all.

3. Data Protection

All staff within The TRUE Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

4. Safeguarding & Child Protection

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a "protected" conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure.

Please ensure you have read the full safeguarding policy for Poynton High School which is on the school website and within the vacancies information.

PERSON SPECIFICATION

Criteria	Essential	Evidence Found	Desirable	Evidence Found
Training, Qualifications & Experience	<ul style="list-style-type: none"> • Experience of working with children in a childcare setting. • NVQ level 2 in Childcare or equivalent experience or a willingness to quickly attain it. • Willingness to obtain qualifications where necessary. 	<p>Application</p> <p>Application/ Reference</p>	<ul style="list-style-type: none"> • Paediatric First Aid Certificate • Basic Food Hygiene Certificate • NVQ level 3 in Childcare 	<p>Application</p> <p>Production of certificates</p>
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to consistently and effectively implement agreed behaviour management strategies. • Ability to establish positive relationships with children and empathise with their needs. • Ability to work effectively and supportively as a member of the Out of School club team and deputies in the absence of the manager. • Ability to work on own initiative. • Experience of using current safeguarding policy to protect children. • A willingness to participate in further training and development opportunities offered by the school and other providers. • Where necessary manage and lead a team of play worker in the absence of the manager. • Ability to organise and prepare a wide range of appropriate play opportunities. 	<p>Application</p> <p>Reference/ Interview</p> <p>Reference</p> <p>Reference</p> <p>Interview/ Application</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>	<ul style="list-style-type: none"> • An understanding of the SEN Code of Practice. 	<p>Application / Interview</p>
Professional Development	<ul style="list-style-type: none"> • Active involvement in recent and relevant INSET/training • Willingness to participate in further training and developmental opportunities offered by the school and other providers, to further knowledge. 	<p>Application</p> <p>Interview</p>	<ul style="list-style-type: none"> • Training in different teaching and learning strategies 	<p>Application</p>

Personal Qualities	<ul style="list-style-type: none"> • Willingness to maintain confidentiality on all school and club matters. • Ability to communicate effectively with staff and other members of the school community. • Ability to build on and develop home-school relationships. • Hard working. • Have a cooperative and flexible approach to work. • Trustworthy, reliable and punctual. • Good time manager. • Be prepared to undertake any other duties consistent with the purpose of the job. 	Reference / Interview Interview Application / Reference Reference Reference Reference Reference/ Interview Reference Reference Interview	<ul style="list-style-type: none"> • A sense of humour 	Interview
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Job Application Form



PART ONE

Please complete all sections of the form using black ink or type.

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached and retained in HR. This ensures that your application is dealt with objectively. **CVs will not be considered if submitted without a fully completed application form.**

General Data Protection Regulations 2018

Information from this form will be processed in accordance with the General Data Protection Regulation (2016/679 EU) Data Protection Bill 2018. Please see attached privacy notice.

In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by The TRUE Learning Partnership in accordance with the regulations.

Title of job applied for

Title of job applied for: **Before and After School Club Deputy**

Ref:

Personal Details

Mr/Mrs/Miss/Ms/Dr

First Names:

Known as:

Surname:

NI Number:

Previous Surname(s):

Address:

Post Code:

Telephone Numbers

Home:

Work:

Mobile:

E-mail address:

May we contact you at work?

Yes

No

How can we contact you?

Telephone / E-mail / Mobile

Where did you first see the advertisement for this job? If a newspaper/website, please state which one.

References

Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or headteacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job. For internal candidates, references are to be provided by current line managers. Please nominate who that is under present/most recent employer.

Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.

Present/most recent employer*

Previous employer/other

Organisation: _____

Organisation: _____

Name: _____

Name: _____

Role in Organisation: _____

Occupation: _____

Address: _____

Address: _____

Postcode: _____

Postcode: _____

Phone No: _____

Phone No: _____

E-mail: _____

E-mail: _____

Preferred method of communication:

Letter

E-mail

Letter

E-mail

In what capacity does the referee know you?

In what capacity does the referee know you?

• Employer/former employer

• Employer/former employer

• Colleague/former colleague or manager but the reference is given on a personal basis

• Colleague/former colleague or manager but the reference is given on a personal basis

• Personal

• Personal

If the referee knows you by a different name please state: _____

* If you have not had previous employment, please provide details of another referee.

In line with Safer Recruitment best practice, if you are shortlisted for interview then a reference will be taken up from one of your referees prior to interview. Please tick the box if you do not want us to contact your present / most recent employer prior to interview and we will then contact your second referee.

Please do not contact my present/most recent employer prior to interview

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Job Application Form



CVs will only be accepted in supplement to the fully completed application form. Please write the reference number at the top of your CV. You should not include the equal opportunities information on your CV.

Title of job applied for: Before and After School Club Deputy	Ref:
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Initials only:

Current/Most Recent Appointment	
Title of current Job:	Start Date:
Current Employer:	Salary Range:
Employer Address:	Current Salary: £
Permanent or temporary contract:	Notice Required:

Main Responsibilities

Job related training
Brief details and dates of any training courses attended, excluding further education.

Current memberships of institutions/professional bodies

Please state level of membership, i.e. Graduate, Fellow, and membership number.

Employment History (Please explain any gaps in your employment)

(Most recent first)

Name of Employer, type of
Business and job title

Dates

Duties and reason for leaving

Education and training

Please give details of schools and colleges attended **from age eleven**, including part-time education and other courses.

Secondary education (name and town of school)	Dates from / to	Qualifications gained or for which you are studying	Grade attained
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Education and training after school (name and town of college/university)			
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Other Information

Additional skills e.g. languages sign language, keyboard skills.

Do you have a valid driving licence? Yes No

If yes, please state type of licence _____

Does your licence have any endorsements or penalty points? Yes No

If yes, please give details _____

Supporting Information

Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

Activities and interests away from work which may be relevant to the job applied for.

Relationship to Governors of the School, Trustees or Employees of the Trust

If you have any personal relationship to any Governor of the School, Trustee of TTLP or Employee of TTLP, please give their name and relationship. This does not stop a Governor, Trustee or employee giving a reference. (Any approach to Governors, Trustees or other employees to influence a selection decision will disqualify you.)

If Governor/Trustee: Name

Relationship

If Employee:

Name

Relationship Work Location

Their present job

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

I confirm that the above information is complete and accurate and I understand that any offer is subject to references which are satisfactory to the school, a satisfactory DBS certificate and Barred List Check, the entries on this form proving to be complete and accurate and a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signed

Date

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Job Application Form



PART TWO – THIS WILL BE DETACHED FROM YOUR APPLICATION FORM AND ONLY REFERRED TO FOLLOWING SHORTLISTING

DIVERSITY

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:

Gender: Male Female

Marital Status: Married Civil Partnership Single

Date of Birth: _____ **Age:** _____

Please indicate your ethnic origin

White:	Mixed:	Asian	
White British <input type="checkbox"/>	Mixed White/Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	
White Irish <input type="checkbox"/>	Mixed White/Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	
Any other White <input type="checkbox"/>	Mixed White/Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	
	Other Mixed <input type="checkbox"/>	Other Asian <input type="checkbox"/>	

Black or Black British:	Other:	
Black Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	
Black African <input type="checkbox"/>	Gypsy/Traveller <input type="checkbox"/>	
Other Black <input type="checkbox"/>	Other <input type="checkbox"/>	

Nationality (Please State)

How would you define your sexual orientation?

Bisexual Gay Heterosexual Lesbian Prefer not to say

What is your religious belief?

Buddhist Christian Hindu Jewish Muslim Sikh

No religion Other (please specify) _____ Prefer not to say

Disability: The Disability Discrimination Act of 1995 and subsequent Equality Act 2010 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.

Do you consider yourself to have a disability? **Yes** **No**

