



# HAVERSHAM VILLAGE SCHOOL

The Crescent, Haversham, Milton Keynes MK19 7AN

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‘ Bringing out the best in everyone ‘

## **After School Club Assistant**

After school hours 3.00pm – 5.30pm 3 days per week

(7.5 hours per week 38 weeks per year)

Grade B (£12.18 per hour)

Permanent

**Post to start September 2024**

This post offers a wonderful opportunity to join our highly successful, happy and thriving school. Our school philosophy is simple we aim to bring out the best in everyone.

This will be an exciting role, for an inspirational candidate to help develop our wrap around care provision and care for our wonderful pupils. The successful candidate will ideally be of a warm and caring disposition, have experience working with children in the primary age range and be happy to work both under direction and using their own initiative.

### **We Offer:**

- 4.5 hours a week for 38 weeks of the year (term time only)
- An opportunity to develop your role and have an impact on the direction of the wrap around care at Haversham Village School
- A pleasant working environment
- Fantastically behaved children
- Job related training

### **Job Requirements:**

- To supervise pupils at all times including physical activities
- Serve healthy snacks
- To ensure that individual pupils needs are met
- To assist with the delivery of activities ensuring the educational and recreational needs of the pupils are met.
- Set up and clean equipment ensuring that all equipment used is safe.
- To be flexible in your approach to working arrangements.
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### **The successful candidate will:**

- Supervise groups and individuals in their learning and development. Activities will be based inside and outside.
- Work to set procedures, responding to individual pupils needs.
- Work will mainly be in a classroom environment but will involve supervision of some outside duties.
- Be able to complete activities that require normal physical effort including periods of standing, participating in physical activities or carrying play equipment.

- Have high expectations and a commitment to achieving the very highest of standards.
- Forward thinking, creative, receptive to change and able to work as part of a team.
- Be enthusiastic, inspirational and sensitive towards the needs of the children.
- Be committed to inclusion and be able to work within our philosophy of 'bringing out the best in everyone'.

Visits to the school are strongly recommended. If you would like to find out more or would like an application pack please contact Mr David Ley, Headteacher or Miss Carley Chambers, School Business Manager.

**Closing Date: 05/07/2024**

**Interviews will be held in person: W/C 8/07/24**

*Haversham Village School is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post prior to commencement, as well as two satisfactory references.*