

## After School Club Advert

School:	Ide Primary School
Job Title:	After School Club Assistant
Salary (please indicate grade i.e. C, MPS/UPS, + any allowances etc):	NJC Grade B
Hours per week/weeks per year or FTE:	9 hours per week
Temporary/Permanent/Fixed Term:	Permanent
Start Date:	September
Closing date:	3 September 2024

**We are looking for a permanent After School Club Assistant to join our friendly team. The start date will be discussed with the successful candidate and will be as soon as possible in the new term in September.**

**The salary is Grade B which is £11.79-£11.98ph (pay award pending).  
Plus 22.9% employer pension contribution.**

**The post will be for 9 hours a week, and the working hours will be Monday, Tuesday and Wednesday, from 3pm until 6pm.**

Ide Primary School is a village school located on the edge of Exeter. We have a strong and caring ethos which runs through the community, underpinned by our values of kindness and respect, teamwork, curiosity and individual best.

We are looking to find a member of staff who will get to know the children, giving energy and commitment to each child to help them to reach their full potential and feel good about their strengths.

We have a thriving after school club, where children regularly attend and enjoy the opportunity to take part in games and activities. We would like the successful candidate to play a key role in organising these, linking the plans into key events and celebrations through the school year and also into the curriculum being studied in class.

The role will include printing and collating registers of children and communicating by email with parents and carers regarding bookings via the after-school club email account.

The children have healthy drinks and snacks at the club and food preparation skills will be needed. A willingness to take part in food safety and hygiene training is essential. The candidate needs to take a role in ordering food and ensuring it is stored and prepared according to food safety standards, with due consideration of any allergies or dietary requirements that children may have.

We would also expect the successful candidate to undertake safeguarding and first aid training, to be able to ensure the safety of pupils attending the club.

If you have outside interests or passions that you would like to share with the children at Ide, we would be very glad to hear about these.

Ide school are part of the Exeter Learning Academy Trust, and the successful candidate will benefit from the training and opportunities from shared work and development across our schools which we offer as a trust.

Full details of the job description and application form can be found on the Exeter Learning Academy Trust website [www.exeterlearningacademytrust.co.uk](http://www.exeterlearningacademytrust.co.uk) or via the school's website [www.ide.devon.sch.uk](http://www.ide.devon.sch.uk)  
For an informal discussion please contact Alice Purcell, Headteacher by email [apurcell@ide.devon.sch.uk](mailto:apurcell@ide.devon.sch.uk)

Please send your completed application form to [jobs@elatschools.com](mailto:jobs@elatschools.com)

**Closing date: 12 noon, Tuesday 3<sup>rd</sup> September**  
**Interviews will take place in the following week.**

***We are committed to safeguarding and promoting the welfare of children and all candidates are expected to share this commitment. This post is subject to a satisfactory enhanced DBS disclosure and a Disqualification by Association check.***

Exeter Learning Academy Trust (ELAT) is a partnership of primary schools based in Exeter. The Trust currently has four schools: Alphington Primary School, Bowhill Primary School, Ide Primary School, and St Thomas Primary School.

We are a people-focused organisation with strong principles of enabling every child and adult within our Trust to thrive. We have high aspirations for all our children, regardless of their starting point, and in turn, expect our staff to have high aspirations of themselves. We believe that our strength lies in working together and using our collective skills and expertise to benefit the children in our schools.

Full details of the job description, personal specification and application form can be found on the Exeter Learning Academies Trust website [www.exeterlearningacademytrust.co.uk](http://www.exeterlearningacademytrust.co.uk). Please send your completed application form to [jobs@elatschools.com](mailto:jobs@elatschools.com)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check. This role also requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

If you would like any further information, an informal conversation or to arrange a school tour, please contact the Head teacher at Ide Primary School 01392 259964.