



Sutton Valence Preparatory School

Candidate Information

After-School Club Assistant

April 2022

The Post

Under the direction of the Supervisor, the After-School Club Assistant is required to contribute to the day-to-day running of the club which provides a programme of fun and exciting activities both indoors and outdoors for pupils aged between 2-11. The club runs Monday to Friday from 3.00pm - 6.00pm during the KCC Term Time dates. We are looking for staff to join our outstanding team to work five days a week, or a minimum of two days a week. The starting rate of pay is £9.40 per hour.

We expect the post to attract applicants who enjoy working with children and are creative and enthusiastic about delivering a variety of activities to keep the children engaged. The ideal candidate will hold, or be prepared to work towards, an NVQ Level 3 or equivalent childcare qualification.

The main duties include:

- Adhering to the School's ethos, understanding and complying with the School's policies and procedures for child protection, and being aware of the appropriate response needed in these areas at all times;
- Assisting in the setting-up of the room ready for the children when they arrive, setting out toys and activities;
- Assisting the Supervisor during registration and the booking in of pupils;
- Collecting children from classes or their club and supervising and interacting with them throughout the session including tea time, if required;
- Supporting the signing out of children with their parents/guardians at the end of the day;
- Support the planning of activities and deliver them for pupils from aged 2 years;
- Supporting students with prep work that requires completion;
- Assisting in the preparation and maintenance of the area as a learning environment;
- Comply with the School's policies and procedures for child protection, countering bullying and positive handling, and be aware of the appropriate response needed in these areas;
- Liaising with parents under the supervision and direction of the Supervisor;
- Provide first aid as required within the scope of the training given;
- Support the children in serving their own food, milk, drinks and snacks and encourage good nutrition and sociable eating;
- Assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties.

Person Specification

Qualifications and Experience

- Educated to, or working towards, NVQ Level 3 or equivalent childcare qualification;
- Have recent relevant experience working with children, preferably, in an educational setting;
- The ability to manage groups of pupils;
- The ability to work with children and their families in a sensitive and positive way;
- The ability to work as part of a team;
- Be creative and imaginative;
- Have excellent communication and listening skills;
- Hold a Paediatric First Aid certificate or be prepared to undergo training;
- Have thorough knowledge of safeguarding children;
- Able to complete the electronic register and to send and receive emails on the School's system.

Terms and Conditions

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

Any offer of appointment will be subject to satisfactory references, the completion of a successful medical examination and criminal record check via the Disclosure and Barring Service. It is an offence to apply for this post if you are barred from engaging in regulated activity relevant to children.

Support statements should state what particular skills and attributes you can bring to Sutton Valence Preparatory School, brief details of how you fit the position, including specific details of skills, experience and achievements, and details of any interests and hobbies.

Further details, including an electronic copy of the application form, can be found on the School [vacancies](#) page website.

Closing date for applications: Friday 13th May 2022

Sutton Valence School is an equal opportunities employer.

The School

Sutton Valence School consists of Little Lambs Nursery, Sutton Valence Preparatory School (SVPS) and Sutton Valence School (SVS).

Little Lambs Nursery is located on the same site as Sutton Valence Preparatory School, in the village of Chart Sutton.

SVPS currently has 260 pupils between the ages of 3 and 11. The School is a member of the Independent Association of Prep School (IAPS). Typically, there are two classes per year group from Reception onwards. The majority of pupils proceed to SVS or local grammar schools.

SVPS provide opportunities for children to develop and flourish in each of the four areas that SVPS holds dear: Academic, Enrichment, Community and Leadership and Service. At the same time, the School is acutely aware that childhood is something to be treasured and children are encouraged to enjoy the many magic moments that are a part of daily life at SVPS.

SVS is an independent, HMC co-educational day and boarding school, and is located in the neighbouring village of Sutton Valence. The roll at SVS is currently 540 pupils between the ages of 11 and 18 of which 120 are boarders. Class sizes are small and the overall pupil-staff ratio of 9:1 enables SVS pupils benefit from the close guidance and individual attention of teachers.



Vision, Mission and Ethos

Vision

Through membership of our community and the academic and co-curricular opportunities it provides, we believe that all young people in our School will be enabled to fulfil their true potential. We want our students to be confident, civilised, tolerant and open-minded individuals who possess a love of learning and a strong set of values reflecting our principles as a Christian Foundation.

Our Mission is to provide:

- A caring, supportive and inclusive community for the education of children aged 2-18, day and boarding;
- A challenging, relevant and broad curriculum delivered in ways that allow all to achieve;
- An outstanding range of sporting, artistic, cultural and social activities, and opportunities so that children can develop skills such as self-discipline, commitment, leadership and teamwork;
- A safe, secure and stimulating environment which promotes excellence, independence and high standards whilst providing support to all who need it;
- A grounding in moral and spiritual understanding which will promote respect for others, along with self-respect.

Ethos

A community where each cares for all and individuality is cherished.



Sutton Valence Preparatory School

Church Street

Chart Sutton

ME17 3RF

www.svs.org.uk

01622 8452117

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