



LOYOLA
Preparatory School
Ad Majorem Dei Gloriam

After School Club Leader (part-time)

5 days a week

Term time only (35 weeks) incl. inset days

Hours of work, Monday to Friday from 2.45pm – 6pm.

Loyola Preparatory School are looking for a motivated and enthusiastic **After School Club Leader** to start in early 2019. The school is proud to have created a warm and friendly environment with supportive and caring staff and management.

The successful candidate will be responsible for planning and providing activities for children aged 3-11 to take part in after school, ensuring the children have a balanced snack and completing the associated paperwork for running the club and managing a small team of staff members.

This person will also be:

- A great team player
- Kind and caring
- Able to plan and support activities for a range of pupils aged 3 – 11 years
- Putting children at the centre of everything they do
- Responsible for the day to day running of the after school club
- The main After School Club point of contact for parents
- An excellent record keeper
- Proactive in promoting good behaviour
- Willing to adhere and promote the school's Catholic ethos and school policies

A CACHE/NVQ level 3 qualification in childcare is essential for this position. Experience of early years would be an advantage but not essential.

This is a busy role and the successful candidate will need to be flexible in their approach to work, have excellent communication skills and the ability to work well on their own as well as being part of a team. There will also be an opportunity for the successful candidate to extend the club activities to out of term time holiday clubs.

Loyola Preparatory School is committed to the safeguarding and promoting the welfare of children. Applicants must be willing to provide references and be subjected to a criminal records check by the Disclosure and Barring Service.

Closing date: Friday 18th January 2019

Salary: Non-teaching point 24-27, pro rata £8,306-£9,112

Start: Jan/Feb 2019

For an application form, please contact the school office or email office@loyola.essex.sch.uk