



GREAT WALSTEAD
SCHOOL

Great Walstead is a dynamic Independent Day School nestled in the glorious Sussex countryside on a site of 250 acres, surrounded by fields and woodland. The School seeks to nurture academic ability, kind character and a spirit of adventure in our pupils whose ages range from 2 ½ to 13 years old. The School believes that children are born creative, curious and imaginative.

Keep (After School) Assistant

We have shifts available for 3.30 pm – 6 pm, Term Time Only with extra hours and bank shifts also possible. Salary is competitive and according to qualifications and experience. There is an extensive benefit package including a generous pension contribution, use of the extensive grounds out of working hours, death in service benefit and an employee assistance programme

This is a wonderful opportunity to be part of our excellent team who are very supportive and friendly and always have the children's happiness at the heart of everything they do. The children spend lots of time, exploring our extensive grounds which include, woods, fields, streams and our secret garden to enhance learning and create a unique child led curriculum.

Duties will include:-

- Working with small groups of children (ages 2.5 – 7 years) in adult directed activities
- Helping prepare for each session eg Setting out toys, photocopying, collecting materials
- Serving snacks
- Ensuring The Keep is kept clean and tidy
- Making use of the beautiful grounds for some activities

The successful applicant should have:-

- Relevant Education. Ideally Level 3 qualification, or higher (but not essential)
- Sensitivity and caring to the needs of young children
- Excellent interpersonal and communication skills
- The ability to work as part of a team

Closing date: Noon, Monday 14th October 2024

Applications will be considered as they are received and the school reserves the right to appoint at any point during the application process.

The School is committed to safeguarding and promoting the welfare of children and expect all of our staff to share this commitment. The successful candidate will be required to undertake an enhanced disclosure via the DBS and to register with the update service

Great Walstead School is an Equal Opportunities employer.

Data Handling – please refer to Great Walstead's Data Protection Policy and Privacy Notice which can be found on the School's website.

Registered Charity No 307002





Job Description and Person Specification

Job Title: Keep (After School) Assistant
Responsible to: Keep Supervisor

As a School we provide pre and after school care during term time. During the school holidays we provide a service for working parents. Supervision of the children is within "The Keep" which is located within the EYFS area of the School. The age of the children in The Keep range from 2 years to 13 years.

The aim of The Keep is to:-

- Provide a safe, homely, friendly and caring environment
- Offer informal supervised play
- Create a family feel by having children of many ages playing together
- Promote constructive play
- Supply structured activities
- Stimulation through craft activities
- Maintain the normal code of conduct and rules of the School

Main duties will include:-

- Serving meals provided by The Keep
- Serving snacks and drinks
- Helping with activities set by the Keep Supervisor and conducting some activities alone
- Keeping facilities clean and tidy
- Playing with and alongside the children
- Preparing for each session eg. photocopying, setting out toys, collecting materials etc
- any other duties and responsibilities commensurate with the job title as directed by the Keep Supervisor/Headmaster

Person Specification

- **Experience:** Experienced of this age group
- **Sensitivity:** listens well and understands others' needs and perspectives; caring and sensitive to the needs of young children
- **Self-motivation:** meets objectives on own initiative; committed to continuous self-development; willingness to attend appropriate on-going training/updating.
- **Teamwork:** flexible, co-operative, helpful; self-aware; collaborates well; ability to work alone and as part of a team.
- **Organisation:** systematic; efficient; meets agreed priorities.
- **Response to change:** investigative; adaptable; prepared.
- **Background:** A person suitable for working with children under the terms of the Children Act and other appropriate legislation.
- **Physical:** able to undertake all the physical requirements of the post and use equipment, according to health and safety guidelines.