The Kids Club

at

S I N G L E T O N

CHURCH OF ENGLAND PRIMARY SCHOOL

Church Road, Singleton, Poulton-le-Fylde FY6 8LN

Telephone 01253 882226/Fax 01253 893461

VMC Chair

Mrs. S Provost

Dear Applicant,

Kids Club Leader up 22hrs per week

* Part Time variable hours (minimum 14.5 hrs) permanent – Pro Rata

Thank you for considering applying for this post. I hope these brief details will encourage you to apply.

We are looking for an enthusiastic Team Leader to work in our Ofsted rated Outstanding after school Kids Club. This role involves overall leadership of our wrap around provision, managing a team of staff, developing quality play activities, administration duties as well as financial responsibilities. The role also involves working in partnership with the school staff with whom the club shares a building and some resources.

The vacancy has arisen because or previous team leader relocated during COVID. We are seeking to appoint a highly motivated, outstanding practitioner.

We are looking for someone who is reliable, hardworking, enthusiastic, and able to work independently. Singleton Kids Club currently offers a range of opportunities for the children that attend with activities including: - STEM, Craft, Forest Schools, music, drama, role-play, story time, construction. We are looking for someone with passion and ideas that will build on what we have in place but also play a role in shaping the future of the club.

The current school staff are highly valued, respected and committed to providing our children with the best possible opportunities. We are looking for an outstanding Club Leader who will fit into our team and who can develop high quality play opportunities. That person must have the same high expectations and understanding of what high standards look like. We are very much a team and we will endeavour to appoint the person we believe will best fit into our current team.

The position is a variable hours post with a minimum of 14.5 hours per week. However, we feel that the Kids Club Leader, plays a very valuable role within the success of the Club and we will try to sustain as many hours of the 22 hours per week as possible. However, the number of children booked on to each session will dictate this. We believe there is scope to build up numbers attending the sessions each day by building on the opportunities that we already offer. The way in which Kids Club is currently set up allows parents to pay for an hour-long shorter session, which we have developed into extracurricular style opportunities to enhance/ complement what school already offer. For example running craft club or STEM club within the Kids Club on set days attracts parents to use the facility for more than just a childcare option.

All applications are considered carefully. Please ensure that you state clearly within your application, your experience to date. Please look carefully at the essential and desirable criteria and try where possible to link your experiences to these. Make sure that one of your references is your current or last manager (safeguarding lead), as part of the safer recruitment process this is an essential requirement.

Unfortunately, due to the Coronavirus pandemic we are unable at this time to invite candidates to come and look around the school. However, we actively encourage you to look at our Facebook page and our website so you at least get a feel as to what our little school is like.

The pandemic is causing many challenges and the interview process is an area that we have thought long and hard about. We feel that it is important not only for us but also for potential candidates to have a ‘face to face’ interview process. We will be running face-to-face interviews and should you be shortlisted we will ensure that we follow the current COVID guidelines to minimize the risk.

**Closing Date 30th April 2021 Shortlisting 3th May 2021 Interview w/b 10th May 2021**

**Start 7th June 2021 or before**

The shortlisting / interview process will be a two-tier process. Short listed candidates will be invited into school to run an activity with a group of 6 children.

This will involve-

* Running a 15 - 20 min activity of your choice with a group of 6 children

After the observations, the successful candidates that will be taken through to the formal interview stage of the process.

We aim to make the process as comfortable as is reasonably possible to enable candidates to give of their best.

The closing date for your application is 30th April 2021

Please email your application to the VMC via

[terrianne.manning@singleton.lancs.sch](mailto:terrianne.manning@singleton.lancs.sch)

Please note all correspondence regarding this post will be done via e-mail.

Yours faithfully

Sue Provost

VMC Chair