

Job Description

Cransley School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS Check, Declaration of Fitness to Work and Disqualification Self-Declaration.

How to apply

Please contact the Operational Manager, Mrs Clare Holt, with your initial enquiry on 01606 891 747 or cholt@cransleyschool.org.uk. There is potential to combine the two roles advertised.

Lunchtime Assistant

We are seeking to appoint a well-motivated individual to join our Lunchtime Supervisory team to provide care of pupils during the school lunch break.

Hours: 11.45am – 2.15pm, Monday to Friday, term time only

Salary: £8.91 per hour

Roles and Responsibilities:

- Escorting Junior pupils to and from the school dining room.
- Supervision of Junior and Senior pupils before, during and after the meal.
- Supervision of pupils bringing sandwiches - to oversee that the debris left by children with packed lunches is removed/cleaned.
- Responsibility for ensuring that the dining room equipment is hygienically maintained.
- Setting up and clearing away dining room equipment
- Help to maintain a safe working environment for pupils and staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures
- Assisting younger pupils with their table manners and use of cutlery, and assisting with the cutting of food for smaller children.
- Patrolling the playground and “out of bounds” areas regularly.
- Organising games and activities with younger pupils.

Support to School (this list is not exhaustive but reflects the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.

- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

After School Care Assistant

We are seeking to appoint a well-motivated individual to lead our After School Care Department.

Hours: 3.00pm-6.00pm Monday to Friday, term time only.

Salary: £10 per hour

The ideal candidate should be someone who is passionate about all aspects of childcare and education, and be able to bring new ideas to the role. The ability to communicate clearly with children, parents and staff is essential, as well as being able to lead and motivate.

Recent experience working with children is essential for this role.

Roles and Responsibilities:

- To prepare the room for the afternoon session.
- To help create stimulating and exciting play opportunities for all pupils.
- To prepare snacks.
- To interact with all pupils.
- To greet the pupils and settle them into the club.
- To liaise with parents.
- To lead and motivate other team members.
- To ensure the setting is safe.
- To ensure the setting is left in a clean and tidy state.

First Aid and Food Hygiene qualifications are desirable but not essential as training will be given.

Support to School (this list is not exhaustive but reflects the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.