BREAKFAST AND AFTER-SCHOOL CLUB MANAGER

Forestdale Primary School is looking to appoint a Breakfast and After-School Club Manager to start in on Monday 16th April 2018.

We are looking for someone who can set-up and manager our breakfast and after-school facilities. The person we are looking for must be reliable, enthusiastic, motivated and committed to providing excellent out-of-school provision for the children at Forestdale.

This is a fantastic opportunity for someone with good organisational and communicational skills. You will need to be confident when dealing with young people, maintain discipline and be able to work as part of a team.

As a valued staff member you will need to ensure the delivery of high quality childcare for children aged 4-11 within a school environment. You will manage a small team and act as a role model to children and other team members.

The hours are from 7.15 a.m. to 9.00 a.m. and 3.00 p.m. to 6.15 p.m. Monday to Friday, term time only i.e. 25 hours per week. Salary is Grade 3, scale point 15-17 e.g. £18,936-£19,623 pro rata for p/t and term time.

If you feel you have the qualities, we are looking for then please apply. You need to have NVQ Level 3 or equivalent qualification and experience. Have basic understanding of child development and learning and a knowledge of food hygiene. A certificate in Emergency First Aid at Work or similar qualification is required or be prepared to undertake training.

Application information can be downloaded from the school’s website.

Start date: Monday 16th April 2018
Closing date for applications: Monday 22nd January 2018
Shortlisting: Tuesday 23rd January 2018
Interview date: Thursday 25th January 2018

Completed application forms and accompanying person specification should be returned to the school office by post or emailed to:

Forestdale Primary School
Pixton Way
Croydon
CR0 9JE
Tel: 020 8657 0924
E-mail: adminoffice@forestdale.croydon.sch.uk
www.forestdale.croydon.sch.uk

Forestdale is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to an enhanced Disclosure and Barring Service check before appointment is confirmed.