



THE PERSE

PELICAN SCHOOL

CAMBRIDGE



After School “Owls” Assistant

At the Perse Pelican School



Salary: £6,600 per annum

Working hours: 3.15pm - 5.30pm 5 afternoons per week, during term time

The Perse Pelican School is looking for an assistant to work in our after school provision, Owls Club. This provides a safe, enjoyable and stimulating environment for children aged from 3 to 7.

KEY RESPONSIBILITIES

- To work under the direction of the Deputy Head.
- To care for and supervise the children following the end of the day's lessons until they are collected by their parents/carers.
- To develop excellent relationships with the children, parents and staff.
- To work as part of a wider after school team.
- To ensure that school processes and policies are adhered to at all times.
- To act in a professional manner at all times when dealing with children, staff and parents.
- To work at Club Pelican (holiday club) for an agreed period (for which the dates will be published well in advance).

Commitment to Safeguarding

All staff must understand their responsibilities to safeguard and promote the welfare of children and young people. This will include:

- Promoting and safeguarding the welfare of children and young people at all times, in line with the school's Safeguarding Policy, the Code of Conduct and the statutory guidance Keeping Children Safe in Education (KCSIE).
- Reporting any safeguarding concerns to the Designated Safeguarding Lead (DSL), or a Deputy DSL (DDSL), in line with school procedures.
- Undergoing required safeguarding training and remaining up to date with safeguarding policy updates in line with the timescales required.
- Exercising professional judgement when handling and sharing information and content, ensuring that no material compromises the safety, dignity or privacy of children or young people.



PERSON SPECIFICATION

- Appropriate skills and commitment to working with young children are required for this role.
- A relevant teaching or early years qualification (DFE approved), to at least Level 3 in Childcare or Playwork is desirable.
- Relevant experience in a school setting is desirable but not essential; however some experience with young children is important.
- A first aid qualification would be an advantage.
- Suitable candidates will need to be organised, reliable, able to communicate with parents and work effectively with teaching staff, as well as demonstrating appropriate understanding of children's needs.

TERMS AND CONDITIONS

This post is part-time, term-time only (35 weeks) on 5 afternoons a week from 3.15pm to 5.30pm.

Term time is defined as the published school term dates, plus two additional days immediately preceding the published start date of the Michaelmas term, and one additional day immediately prior to the published start date of the Lent term each academic year.

Salary

The agreed rate for this post will be £6,600 per annum (£14.31 per hour).

In addition Club Pelican is paid at £159 per day for a Play worker.

Holidays

Paid holiday entitlement is 6 weeks including Bank holidays per annum, which must be taken during School holidays. This is included in the salary (above).



TO APPLY

The closing date for applications is Monday 31st August at midday, but applications will be considered as they are received; The Perse School reserves the right to make an appointment before the closing date.

Please click [How to Apply](#) which links to the vacancies section of the website to register/sign-in and submit your application. Any queries regarding the application process should be directed to the HR Department at recruitment@perse.co.uk.

Safer Recruitment

The Perse School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

