

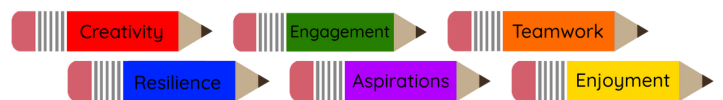
Welcome to Rolvenden Primary School

Thank you for your interest in the position of After School Care Leader at our village school. Please do read through the information on the following pages and if you have any questions at any point or would like to book a tour of the school, please do contact us on rpsoffice@rolvenden.kent.sch.uk or **01580 241444**

About Us

Rolvenden Primary is a small, rural school comprising of 4 mixed age classes which both nurture and foster independence and confidence. We currently have 92 pupils on roll serving the children of the village and beyond.

Our school values are based around the word CREATE. This acronym represents the values we believe all of our children should show during their time at Rolvenden: Creativity, Resilience, Engagement, Aspirations, Teamwork and Enjoyment.



Rolvenden Primary School is located very close to the centre of the the picturesque village itself and we have very strong community links. Our school benefits from amazing facilities including an school field, an outdoor swimming pool and a huge range of clubs and extra curricular-opportunities.

We are part of the Tenterden Schools Trust. This is a local trust and includes Homewood School, Tenterden Church of England Junior School, Tenterden Infant School, John Mayne Church of England Primary School, St. Michael's Church of England Primary School along with several local nurseries. Being part of this trust enables our staff to have additional professionals to work closely with to ensure we provide an excellent learning environment for our children and support our staff with their chosen professional development route.

We believe strongly in developing the whole child and in addition to excellent Maths and English lessons, we offer learning opportunities across the whole breadth of the curriculum, including sports, drama and art. Our staff are enthusiastic and ensure all children achieve their potential.



Job Description



Job Details

Job title: After School Care Leader

Wage: £12.45 per hour

Contract type: 3 hours per day; 3pm until 6pm; Term Time Only

Interview Date: To be mutually agreed between the applicant and the school. Satisfactory applicants will be invited to interview immediately, and job offers will be withdrawn once an appointment has been made.

Main Purpose

To provide a safe, caring, and engaging environment for children attending the school's **breakfast** and **after school clubs**, ensuring their well-being, promoting positive behaviour, and offering a variety of structured activities that support their social and emotional development.

Key Duties and Responsibilities

- Set up and supervise age-appropriate activities (games, crafts, sporting activities, electronic activities, quiet time, reading, etc.) using resources provided by the school.
- Ensure the welfare, health, and safety of all children in your care.
- Promote positive relationships with children, parents/carers, and school staff.
- Prepare and serve breakfast and after school snacks, adhering to food hygiene standards.
- Maintain accurate attendance and safeguarding records.
- Undertake DSL training and work with the DSL to follow the school's safeguarding reporting practices.
- Encourage good manners, teamwork and inclusion during sessions.
- Maintain a clean, safe, and welcoming environment, including setting up and packing away equipment.
- Attend relevant training including First Aid.
- Contribute to the evaluation and continuous improvement of the wrap around care programme.

The Wrap Around Care Leader will be required to safeguard and promote the welfare of children and young people, and follow school policies and all information included in the staff handbook. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Wrap Around Care Leader will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.



Person Specification



| | Essential | Desirable |
|-----------------------------|---|--|
| Qualifications and Training | <ul style="list-style-type: none"> Basic literacy and numeracy (GCSE English and Maths or equivalent) Willingness to undertake relevant training (e.g. paediatric first aid, food hygiene) | <ul style="list-style-type: none"> Paediatric First Aid certificate Level 2 or 3 childcare or educational qualification |
| Experience | <ul style="list-style-type: none"> Experience of working with children in a care or school setting Ability to lead games and structured activities | <ul style="list-style-type: none"> Experience working in a primary school or wrap around care, after school club or holiday camp. |
| Skills and Knowledge | <ul style="list-style-type: none"> Knowledge of safeguarding and child protection or a willingness to learn. Good communication and organisational skills. Basic food preparation and hygiene awareness. | <ul style="list-style-type: none"> Understanding of children's emotional and behavioural needs |
| Personal Qualities | <ul style="list-style-type: none"> Warm, approachable, and nurturing personality. Calm under pressure, adaptable, and proactive Commitment to inclusivity and equal opportunities | |



The Process

- We strongly advise visiting the school to meet with a member of the team prior to application or interview. You can book a visit by emailing rpsoffice@rolvenden.kent.sch.uk or by phoning **01580 2414 44**
- Interviews will take place on at a mutually agreed time with the applicant(s)
- The post commences as soon as possible.

Equal Opportunities and Safeguarding

We are an equal opportunities employer and welcome applications from all members of the community. Rolvenden Primary School and the Tenterden Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful candidate will require an enhanced DBS check as part of the recruitment process along with two professional references.

How to Apply

You can apply for this vacancy via the Rolvenden website. If you would like a paper application form, please contact the school office.



Any Questions

We are happy to answer any other questions you may have. Do feel free to contact us on rpsoffice@rolvenden.kent.sch.uk or by phone on **01580 2414 44**.

Thank you for taking the time to read this document and we hope to meet you at Rolvenden soon.

