



June 2017

Afterschool Club Assistant

Thank you for your interest in the above post at Strathearn, which was recently advertised. This is a new post and is for one year initially but may be extended if the demand for the Afterschool Club is sufficient.

Details of the position are as follows:

Applications: The closing date is 12 noon on Wednesday 28 June 2017.

Essential Criteria:

- Minimum of 5 GCSEs including English and Mathematics
- Knowledge and practical understanding of pupils' development and parenting.
- Previous experience of working in a day nursery or similar setting, in a voluntary or paid capacity within the last three years.
- Good attendance record.
- Practically orientated.
- Good level of communication skills.
- Good level of interpersonal skills.
- Effective organisational skills.
- Can demonstrate a level of flexibility in relation to duties.
- Caring and sensitive towards the needs of children.

Desirable Criteria:

- A relevant NVQ 3 or equivalent qualification
- Previous experience of working in a day nursery or similar setting, in a voluntary or paid capacity within the last three years
- Knowledge and understanding of legislation and regulations relating to day care for young children and the inspections process for approval of day care settings
- Experience of working with primary school age children and an understanding of play and child development and the ability to meet children's individual needs.
- Hold a current First Aid Certificate
- Hold a current Food Hygiene Certificate
- Previous experience of working in or managing an extra-curricular programme in a school or similar setting.

Any of the above criteria may be enhanced to produce a manageable shortlist.

Interviews: Shortlisted candidates will be informed as soon as possible after the closing date for applications and interviews are planned to be held before the end of June.

Commencement of service: 25 August 2017. This post is a term-time only post.

Salary: £8.00 - £8.79 per hour. This works out at £7,321- £8,041 per annum for this part time, term time contract.

Hours of Work: 1:45 – 6:00pm weekdays during term time.

The NI Local Government Officers' Superannuation Scheme applies.

Information for Applications for the post of After School Club Assistant

Principal Mrs Nicola Connery

Head of Preparatory Department Mrs Barbara Mawhinney

Preparatory Department numbers 143

Strathearn School is one of the top girls' grammar schools in Northern Ireland. It has a national reputation for academic success and is locally renowned for music, sport and drama. The last ETI Inspection in September 2010 details more fully the 'very good' quality of education offered by the school.

The overall size of the school and small class size allows each individual pupil to develop in a caring and supportive environment. The school is situated in extensive grounds and enjoys complete seclusion in very attractive surroundings with well-equipped buildings and sporting facilities. Pupils are drawn from a wide ranging catchment area including East Belfast and North Down.

Appointment will only be made upon evidence of medical fitness submitted by a recognised medical officer and a police check. The appointment will be subject to confirmation of a successfully completed probationary period of not less than six months.

I hope you will find this information helpful. Thank you for your interest in Strathearn.

Child Protection

Strathearn treats with the utmost seriousness its responsibility to protect its pupils by preventing unsuitable people from working with them in paid or voluntary positions. Posts involving work with children and young people in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

The process whereby applicants are vetted for employment is set out by AccessNI as an Enhanced Disclosure; see www.nidirect.gov.uk/accessni. Hence, applicants should be aware that any offer of employment will only be confirmed when the Principal has:

- received two written satisfactory references, one of which must be from the most recent employer;
- verified proof of identity as specified by AccessNI;
- received an Enhanced Disclosure Certificate from AccessNI confirming the eligibility of the applicant to work in the School;
- viewed originals of qualifications recorded on the application form.

AccessNI regulations do not allow for individuals to apply directly to AccessNI for an Enhanced Disclosure Certificate therefore the application will be made through Strathearn School.

Process

Applicants called for interview will be required to bring with them

- photographic proof of identity.

When an offer of employment is made, the preferred applicant will be required to:

- complete an AccessNI application by the following process
 - register with AccessNI for an Enhanced Disclosure Certificate and complete the 'Pin Notification and ID Validation Form' as provided by the School
 - complete the AccessNI document 'Appendix C' as provided by the School
 - return these two documents to the School and produce for the Principal valid identification documents as specified in the application
 - enclose a cheque for £33 made payable to Strathearn School
 - furnish the Principal with a copy of the return from AccessNI;
- complete a 'Health Declaration' questionnaire which you should complete and return and
- let the Principal view originals of qualifications recorded on the Employment application form.

The appointment will only be confirmed after all pre-employment checks have been completed satisfactorily.

General Information

Strathearn is a voluntary grammar school for girls, managed by its Board of Governors in accordance with the scheme of management drawn up by the Governors and approved by the Department of Education (NI).