 **Staff Recruitment**

**AFTER SCHOOL CLUB LEADER – HOLIDAY CLUBS**

**Casual work - minimum 15 Days a Year**

**Grade 6, SCP 19-24, Salary £16.10 - £17.79 per hour**

Redwood Clubs are looking to recruit After School Club Leaders to work in our Holiday Club. Redwood Clubs run fun and exciting activities for young people with SEN and Disabilities across the borough of Rochdale. Its primary locations are at Redwood Secondary School and Redwood Education & Enterprise Centre (REEC).

We are looking for enthusiastic, reliable, fun, honest, and hardworking individuals who are able to work well as a team. The applicant must enjoy working with children and be able to create a fun and enjoyable atmosphere for children aged 4 - 18.

We are seeking to recruit someone who will demonstrate**;**

* A professional ‘can-do’ approach
* That you are flexible, quick-thinking with lots of great ideas
* You have plenty of energy and creativity and be able to use your initiative with a good sense of humour
* You are approachable with excellent communication skills
* You can be a role model for the school community
* Previous experience of working with children, ideally in an out of hour’s school setting. If the applicant does not already hold relevant training it will be organised for you, Safeguarding, Prevent training, and First Aid.

We offer our staff a fun, supportive, caring and nurturing work environment where we support one another’s professional growth and development.

Our Holiday Club is very popular. It runs for 8 weeks of the school year, during each school half term holiday, Easter holiday and 3 weeks in the summer holidays. You will support the Supervisor with the daily running of our club and it is essential that you are willing to be fully involved in all aspects of the club and take a key role in preparation of activities. Hours for each day is from 9.30am to 3.15pm Working days/ hours will be by arrangement. Ideally, we are looking for staff that can commit for full days.

**Roles and Responsibilities include;**

* To develop a creative programme of educational and leisure activities which supports and stimulates the learning and development needs of children with SEND.
* To respond to personal and intimate care for children with profound and complex needs
* To be responsible for ensuring the provision meets required Ofsted standards and the appropriate Quality Assurance Award.
* To be responsible for management of the physical environment and making optimum use of space to support children’s development activities.
* To supervise the distribution of drinks and snacks to children, following all associated procedures for food hygiene and children’s individual dietary needs.
* To manage staff working in the Holiday Club, including supporting the Extended Schools Coordinator in the recruitment of staff, providing training and support, coordinating and directing activities, and managing performance.
* To be recognised as a qualified first aider
* To support pupils with medical conditions who require ongoing support, medicines or care whilst in attendance at the Holiday Club.
* Setting up and clearing away of the equipment at the start and end of each session.
* Supervising children's activities, ensuring their safety at all times.
* Meet and great parents and provide them with feedback on their child’s time at the club.
* Monitoring condition of activity equipment.

To apply for this position please download the application form and supporting documentation which can be found at [**www.redwood-school.com**](http://www.redwood-school.com)and send completed applications to **vacancies@redwood-school.com** by

**Tuesday 28th January 2025** at **11.59pm**

**Interview Date: TBC**

Please note CVs are not accepted, direct applications only, no agencies.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring and background check.

The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.

Applicants are advised that by applying for this position they are declaring that they are not subject to any immigration controls or restrictions that prohibit them undertaking work in the UK, and that they are able to provide proof of their Right to Work in the UK if they are invited to attend an interview. The school will carry out an online search as part of their due-diligence for all shortlisted candidates in line with Keeping Children Safe in Education 2022 (para 220).