



## **After School Club Assistant**

St Blaise C of E Primary School, School Lane,  
Milton Heights, Abingdon, Oxfordshire OX14 4DR

Permanent Post - Part-time

3pm – 5.45pm Wednesday to Friday, (8 and a quarter hours per week),  
term time only

Starting – As soon as possible

Green Book Salary, Scale 4, Point 4 to 5 (£9.99 to £10.19 per hour)

We are a small, friendly school with 122, 4 to 11 year olds, on roll. This is an exciting time to join St Blaise as we enter into a period of school expansion. We are proud of our school and all who work and learn here. Your contribution and commitment will be part of our future.

Ofsted (October 2018) confirmed that we continue to be a good school. The report highlights children's flying start in reception and our inclusive broad and balanced curriculum as particular strengths of our school.

Your main role will be to work with a colleague running an after-school club for a range of children across the year groups. The club is Early Years compliant – ensuring that the areas of learning are considered in the provision.

Visits to the school are welcome and encouraged before applying; please contact the School Office to arrange an appointment.

## **Application Procedure**

We only accept applications from candidates using the Oxfordshire County Council Job Application Form which is available to download from the advert or from our website. We do not accept unaccompanied CVs. We will only consider a CV as supplementary to a fully completed application form. These can then be emailed to the School Office; [office.3260@st-blaise.oxon.sch.uk](mailto:office.3260@st-blaise.oxon.sch.uk) or mailed to St Blaise CE Primary School, School Lane, Milton Heights, Abingdon, Oxfordshire OX14 4DR. Please ensure you explain any gaps in your employment history. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are currently employed in a school, you must include your Head Teacher. Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share in this commitment. All post holders are subject to an Enhanced Disclosure Barring Service Check, and we undertake rigorous checks on all staff and volunteers who work in our

school and maintain a central record documenting these. Staff involved in recruitment and selection of employees are trained in safer recruitment, and all of our staff and volunteers undertake Child Protection training.

**A job description and person specification are available to download from the school website or by contacting Caroline Bradbury in the school office. You may find these useful when completing your application form.**

Closing date – Thursday 29<sup>th</sup> September 2022, 12:00 (noon)

Interview – Wednesday 5<sup>th</sup> October 2022

School Office Email: [office.3260@st-blaise.oxon.sch.uk](mailto:office.3260@st-blaise.oxon.sch.uk)

Telephone: 01235 831368

Website: [www.st-blaise.oxon.sch.uk](http://www.st-blaise.oxon.sch.uk)

Our school is committed to safeguarding and promoting the welfare of children, and all appointments are subject to satisfactory pre-employment checks, including an enhanced DBS check. Applicants are required to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.