



HEYWOOD PREP

CORSHAM

HOLIDAY CLUB ASSISTANT Candidate Pack



INTRODUCTION



We are seeking to appoint an energetic, enthusiastic holiday club assistant with a passion for working with children. Cub assistants deliver a wide range of sessions including various sports, arts & crafts, outdoor adventure activities etc. Their primary role is to ensure that children are engaged and having fun in a safe and secure environment.

All staff must uphold the ethos and values of Heywood, support colleagues both professionally and personally and work constructively as part of a team. A high standard of professional conduct is expected at all times and must demonstrate judgement and integrity in confidential dealing with pupils, parents and staff. Please see the separate job description below.

THE SCHOOL

Located in the heart of Corsham, Wiltshire, the school is housed in a beautiful Grade II listed Georgian building constructed in 1776. Heywood Prep educates boys and girls from age 2 to 11. At the end of Year 6, the majority of children leave for independent senior schools in Bath and Wiltshire, many winning awards and scholarships. At present, we have approximately 240 children on roll.

Heywood Prep is a happy school which produces caring, thoughtful children. The staff place great emphasis on nurturing and developing the talents of each pupil, encouraging them to have open and enquiring minds which will equip them to thrive in the next stage of their education. Academic standards are high and there is a strong commitment to encouraging all pupils to experience a range of extra-curricular activities. Personal development is encouraged through excellent pastoral care. Socially, numerous activities are enjoyed by the children including sport, music and drama.

WISHFORD SCHOOLS

Wishford Schools is a small, friendly group of nine schools. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

As a family-run group, the group has a very long-term outlook. This enables investment in the staff, facilities and resources needed in order for the schools to thrive. The group firmly believes that if its pupils are happy and successful, then the business will also succeed. The schools are run in a business-like manner, but the happiness, safety and education of pupils always comes first.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

TERMS & REMUNERATION

We are looking for an individual who is able to provide an ongoing, continuing commitment and continuity to Heywood Prep Holiday Club.

Hours are 8am or 9am to 4pm or 5pm during school holidays (excluding 24th Dec to 2nd Jan). Heywood term dates are available on our website.

While the aspiration would be for an individual to be available during most school holidays, we are very happy to consider full-time or part-time working. There is no Holiday Club from 24th Dec to 2nd Jan.

Pay will be in the region of £9.05 per hour, depending on experience and qualifications.

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit this by email to hphr@heywoodprep.com. Applicants may also include a covering letter, addressed to the Head of no more than one page. The application form and covering letter should be sent as PDF documents with the applicants surname and first initial in the title.

Please be aware that we only accept applications on the Heywood application form please do not send a CV.

The closing date for applications is 0800 on 19th April 2021

Interviews will be held from 3rd May 2021

Start Date: from 9th July 2021

**Holiday Club Assistant
JOB DESCRIPTION**

Responsible to:	The Head, Holiday Club Supervisor
Purpose of the job:	To assist holiday club staff in caring for children aged 2-11 years.
Duties:	<ul style="list-style-type: none"> • Ensure a warm, caring and stimulating environment for children aged 2-11 years. • Sign children in and out each day. • Help organise and supervise children’s activities. • Help organise and store toys and materials to ensure order in activity areas and maintain a safe play environment. • Discipline children and recommend or initiate other measures to control behaviour, such as caring for own clothing and picking up toys and books. • Help supervise children’s cloakroom and toilet visits and assist with nappy changing for younger children. • Help supervise outdoor play activities. • Assist with meal and snack times. • Provision of first aid and completion of accident reports as required. • Attend meetings and carry out training as required.
Qualifications and experience:	<ul style="list-style-type: none"> • Experience working with young children. • Level 2 childcare qualification or higher – desirable. • Paediatric first aid qualification – desirable