



HEYWOOD PREP

CORSHAM

Heywood Prep Recruitment Pack

Holiday Club Assistant

March 2023
www.heywoodprep.com

Welcome

Thank you for your interest in working at Heywood Prep's Holiday Club.

Holiday Club caters for Heywood children aged 2-11, throughout the school holidays. Nursery and Reception children follow their own timetable of exciting creative and active themed activities. Older children enjoy wide-ranging activities from swimming to gymnastics, cooking to nerf gun wars, and even trips to the cinema or theme parks.

Full of fun and energy, the Holiday Club programme provides a childcare solution for children of working parents, whilst also offering exciting activities that children don't want to miss out on!

We are seeking energetic and enthusiastic Holiday Club Assistants to join our expanding Holiday Club programme.

I hope you are able to find all of the information you need within this brochure and on our website. If you require any further information, please don't hesitate to be in contact.

We look forward to welcoming you.



Tim O'Connell, Headmaster



Our 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 260 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.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care. In addition, Heads work closely with an Advisory Board of experienced school leaders, and with each other, meaning that someone is always available to offer advice and support.

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



What current staff say about working at Heywood's Holiday Club...

exciting
friendly
happiness
busy
cheerful
teamwork
fun
action-packed
laughter
activities
welcoming
varied
full-on

Benefits Package

- This is a holidays-only role, and the rate of pay is from £12 per hour, dependent on qualifications.
- Induction, support & personal development
- Complimentary lunches & refreshments
- Access to a 24/7 Employee assistance programme that offers lifestyle advice & wellbeing services
- Friendly and supportive team
- Opportunities for career development within the Wishford group of schools

“Holiday club is so much fun. The water fights in the summer are my favourite...and making cakes!”

Current pupil



The Role

We are looking for friendly, enthusiastic assistants to work within our Holiday Club. Staff will be responsible for running the programmed activities and will have a passion for fun and adventure.

The role is on a zero hours basis with the opportunity to work full-time or part-time during the published Heywood Prep school holidays. We are looking for candidates with childcare experience who will be available during the holidays on an ongoing basis.

Person Specification

Qualifications

- Childcare or sports coach qualifications (desirable)
- First aid qualification (desirable, training can be given)
- Safeguarding training (desirable, training can be given)

Skills & Aptitudes

- Ability to create a happy, challenging and fun environment
- Willingness to work with a wide age-range of children
- Be able to develop and maintain good professional relationships and contribute positively to the team
- Excellent communication skills



Application Process

To apply for this position please complete a Heywood Prep application form and return it to the Charlotte Hughes, HR Assistant, by email (jobs@heywoodprep.com). Application forms are available [from this page](#) on our website.

Key Dates & Information

Please submit your application as soon as possible. We reserve the right to close the recruitment process once suitable candidates have been found.

For an informal chat about the role, please contact Chris Knight, Assistant Head Co-Curricular on chris.knight@heywoodprep.com

Visits to the school may be possible prior to application, please contact Chris to arrange a visit.

Heywood Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

