

Redmaids' High Junior School

Grange Court Road
Westbury-on-Trym
Bristol
BS9 4DP



REDMAIDS'
HIGH SCHOOL
FOR GIRLS | BRISTOL
JUNIOR SCHOOL

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After School Care Supervisor

Information:

Redmaids' High Junior School is a selective girls' school with a long tradition of high academic standards within a friendly and supportive community. We are a bustling and vibrant school with approximately 120 pupils in Years 3 to 6.

The school is situated in a pleasant residential area of Westbury-on-Trym, backing on to the Senior School site. We have a wonderful fully equipped play area with additional grass and astro areas.

We are seeking to appoint After School Care (ASC) Supervisors, responsible to the Headteacher, to jointly supervise the girls, aged 7-11, after the school day has finished.

Hours: 4pm to 6pm, part-time (3 or 5 days per week) term time only

Rate: £20.30 per session

The key responsibilities are:

- At 4.00 p.m. the teacher on duty sends any girls left to the ASC Supervisors who are based in the Y6 classrooms.
- The ASC Supervisor settles the girls down and takes a register.
- The girls complete their homework or read until 4:45pm. iPads and laptops can be used for homework only and should be on desks at all times. Friday night is an exception: DVD night.
- The ASC Supervisor serves a small snack and drink.
- Girls then join another activity run by the ASC Supervisor.
- When parents collect their children, the supervisor notes the time of collection on the register.
- At 5:30pm the remaining girls will go to the library after tidying the classrooms with the supervisor and turning the lights out.
- When the last child has gone, the ASC Supervisor ensures that the library is tidy, checks that lights are switched off and the building is locked by the caretaker.
- If a child is injured and needs medical attention, the ASC Supervisor is to send for a first-aider. The ASC supervisor will be trained in First Aid.
- The ASC Supervisor must safeguard and promote the welfare of all pupils in and visiting the school, in line with the School's Safeguarding policy and other related policies.
- Carry out any other reasonable duties associated with the role, as requested by the Headteacher.
- You will need to understand the responsibilities in relation to handling personal data under the Data Protection Act 2018, in line with the School's Data Protection policy.

Application

Application forms, with a **covering letter** addressed to **Mrs Lisa Brown, Headteacher** can be emailed to Mrs Naomi Brady, Headteacher's PA: n_brady@redmaidshigh.co.uk

Please send your application in by 9am on Friday 24 June 2022; interviews will be held on Thursday 30 June 2022.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

Registered Charity No. 1105017