



Kirkby Fleetham Church of England Primary School

Breakfast club

Part time (5hrs pw) Maternity contract



Candidate Information Pack

Closing date: Sunday 3rd July

Short Listing: Monday 4th July

Interviews: Monday 11th July (TBC)

Welcome to Dales Academies Trust, North Yorkshire

Dear candidate

Thank you for taking your time to download our application pack and expressing your interest in the position of Breakfast club leader at Kirkby Fleetham Church of England Primary School, a school within Dales Academies Trust (Dales).

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within Dales.

Within the pack you will find a job description, a person specification, information about the school and the Trust, as well as details of how to apply for this post should you choose to make an application.

We wish you every success with your application and we look forward to meeting you in the near future.

Damian Chubb
CEO



**GTA Grade C (2-4) to run Breakfast club
Required for Tuesday 6th September
Part time 1-5 hrs Maternity Cover**

Grade/Band	GTA, Grade C, Scale point 2-4 (£18,516 - £19,264 pro rata)
Minimum Age Requirement	N/A
Vacancy Hours	Part-time position 5 hours per week, Term Time Only
Working hours	8am- 9am Mon-Friday
Contract Type	Maternity cover
Weekend Working	N/A
Application Closing Date	Sunday 3rd July
Salary Range	NJC Pay Structure
Shortlisting Date	Monday 4th July 9am
Interview Date	Monday 11th July (TBC)
Venue for Interview	Kirkby Fleetham Church of England Primary School

Advert Details

The Head Teacher and Governors of Kirkby Fleetham Church of England Primary School are seeking to appoint an, enthusiastic and inspirational GTA to work with a small group of children each morning to run our breakfast club. The contract is for maternity cover and is expected to end July 2023. We are also advertising for a GTA to work in EYFS/KS1 and this post could be combined with that.

We are looking for a candidate who is:

- An enthusiastic and hard-working team player
- Energetic, motivated, positive with a can-do attitude Committed to high-standards and expectations
- Creative, interesting and willing to take risks
- Resilient and flexible
- Personable with a good sense of humour
- Willing to support the Christian ethos of the school

What we can offer:

- Happy and welcoming pupils, staff, governors and parents
- Pupils with good behaviour and a thirst for knowledge
- A warm, collegiate and supportive environment in which to work, learn and develop
- Opportunity to work in collaboration with other schools and be part of the establishment of the Dales Academies Trust
- A chance to be part of a caring, Christian environment with exciting visions for the future

The successful candidate will become part of a team that is enthusiastically driving the schools forward and building upon their achievements and strengths. We are a warm, inclusive family school with a strong Christian ethos, a sense of community and a commitment to excellence for all children in our care. We aim to ensure that our children feel safe, happy and achieve their potential as a unique individual and as a learner. Christian values are at the heart of all that we do.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. The school is also committed to safer recruitment procedures. This post is subject to an Enhanced Disclosure and Barring Check.

We welcome visitors to our lovely school would really like to meet you prior to your application. If you would like to request an application pack or arrange a visit to the school, please contact the school office and speak to Mrs Kat Hunter (01609 748431 or email kfadmin@eckf.dalesmat.org).



Background

Dales Academies Trust

Dales Academies Trust is a Multi Academy Trust (MAT), with sponsor status, for the northern church schools of the Anglican Dioceses of Leeds and York.

As with the other church MATs across both dioceses, the Trust is open to church and non-church schools with a core purpose of providing an inclusive education for children of any ability, culture, gender, sexuality, faith or no faith. The ethos will be derived from and informed by the Church of England's commitment to education and schooling over more than 200 years.

To date Dales consists of the following schools:

- All Saints Church of England Academy (Secondary)
- Barton Church of England Primary School
- Croft Church of England Primary School
- Eppleby Forcett Church of England Primary School
- East Cowton Church of England Primary School
- Ainderby Steeple Church of England Primary School
- Carnagill Primary School
- Kirkby Fleetham Church of England Primary School
- Middleton Tyas Church of England Primary School
- Ravensworth Church of England Primary School
- Richmond Church of England Primary & Nursery School
- South Otterington Church of England Primary School
- Thornaby Church of England Primary
- St Francis of Assisi Church of England Primary school

Kirkby Fleetham CE School

Our vision statement 'Building Futures with love' is at the heart of all we do and our staff are committed to ensuring that all children are able to be the very best that they can be. We provide an exciting, rich and varied curriculum to challenge and inspire our pupils and give them every opportunity to flourish. Recently judged to be good by Ofsted, we value academic and personal success and have high expectations of behaviour and effort. Our children have fun together and work hard together.



Our school is a very happy and unique small school providing Nursery places and wrap around care for children from 3 – 11 years. We work in close collaboration with Ravensworth, East Cowton and Barton Church of England Schools under the leadership of one Headteacher and one leadership team, whilst ensuring that the individual identities of each school are cherished.

School Leaders work together to provide an exceptional curriculum and enrichment opportunities and we believe that every child should be encouraged to achieve the highest standards possible, in an atmosphere where all success, great or small, is properly celebrated.

Our School is a charming Victorian building located in the picturesque village of Kirkby Fleetham in North Yorkshire. It is 8 miles to the west of Northallerton and 5 miles north of Bedale, just a few minutes' drive from the A1. There is an active Friends of the School organisation, and parents are actively involved in school life.

Visits to school are welcome and encouraged. Please telephone the school secretary, Mrs Kat Hunter to arrange a convenient time. Completed application forms should be returned by email to kfadmin@eckf.dalesmat.org by Sunday 3rd July.

It is expected that **interviews** for the post will be held on Monday 11th July 2022. Please alert referees that we may request references at short notice.

The following headings may be helpful in completing your letter of application.

- Qualifications for the post.
- Experience and how this may apply to the post.
- Personal strengths, abilities and skills in support of your application.

Details of the interview arrangements will be sent out to those on the shortlist. Thank you in advance for completing your application. If you have not heard from us by 8/7/22, please assume you have not been successful this time.

Yours sincerely

Helen Dudman

Mrs Helen Dudman
Head Teacher

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Terms and Conditions

The employer for this post is the Dales Academies Trust.

The post is based at Kirkby Fleetham C E Primary School

An Enhanced DBS is required for this post.

Closing date: Sunday 3rd July

Short Listing: Monday 4th July

Interviews: Monday 11th July (TBC)

If you would like to apply for this position, please complete the application form and submit it to kfadmin@eckf.dalesmat.org

Job Description

POST:	GTA Breakfast club Assistant
GRADE:	Grade C
RESPONSIBLE TO:	Headteacher
STAFF MANAGED:	None
POST REF:	JOB FAMILY: 7
JOB PURPOSE:	The core focus of this job is to assist with supporting the school with the provision of extended care. The post holder will do this by supervising children and organising activities.
JOB CONTEXT:	The out of hours school club provides a safe environment for children prior or after school, and encourages health eating and creative play opportunities. Enhanced DBS clearance is required for this post An ability to fulfil all spoken aspects of the role with confidence through the medium of English
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Maintain a register of children • Prepare and set up room as required • Administer basic first aid as required • Undertake the personal care of children as required, including toileting, dressing, sickness • Ensure the children and young persons are supervised at all times
Communications	<ul style="list-style-type: none"> • Close liaison with parents, colleagues, pupils • Encourage parental involvement and support • Communicate with school staff as appropriate
Resource management/ Buildings and Infrastructure	<ul style="list-style-type: none"> • Ensure the building is safe and secure for the children and young persons at all times • Ensures play equipment and materials are properly used, maintained and stored and report any damages to the Playleader/Supervisor
Systems and Information	<ul style="list-style-type: none"> • Maintain accurate records as required, to include completion of accident book, register of child's attendance, up to date emergency contact details
Planning and Organising	<ul style="list-style-type: none"> • Plan and provide a variety of safe, creative and appropriate play opportunities
Safeguarding	<ul style="list-style-type: none"> • Responsible for promoting and safeguarding the welfare of the children and young people.
Data Protection	<ul style="list-style-type: none"> • To comply with Dales Academies Trust policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety

	<p>responsibilities as defined in the Health and Safety policy and procedure.</p> <ul style="list-style-type: none"> • To work with colleagues and others to maintain health, safety and welfare within the working environment. • Ensure all accidents and emergencies are dealt with according to the policy • Assist in ensuring the safety of all children in the event of a fire/drill or other emergency
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • <i>Dales Academies Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</i>
Customer Service	<ul style="list-style-type: none"> • <i>The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</i> • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	

PERSON SPECIFICATION

Breakfast club Assistant

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • An understanding of and commitment to the provision of good quality childcare • An understanding of food hygiene rules • Health & safety knowledge, including lifting and handling and fire prevention • A sound understanding of safeguarding procedures • Knowledge of healthy eating 	
Experience <ul style="list-style-type: none"> • Some experience of working with children in a play work or educational setting 	
Occupational Skills <ul style="list-style-type: none"> • Ability to plan and deliver safe activities relevant to the age of the children • Ability to work on own initiative and use common sense • Ability to communicate effectively with parents and colleagues, verbally and in writing • Ability to maintain confidentiality • Ability to work effectively in a team • Committed to continuing professional development • Emotional resilience • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	<ul style="list-style-type: none"> • Behaviour management skills • Basic IT skills
Qualifications <ul style="list-style-type: none"> • Literacy skills for accurate record keeping 	<ul style="list-style-type: none"> • Food Hygiene certificate • Child care qualification
Other Requirements <ul style="list-style-type: none"> • Enhanced DBS clearance • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	
Behaviours	

NB – Assessment criteria for recruitment will be notified separately.

