

Internal Vacancy

Part-Time After-School Club Assistant

Pay – Band 1 point 3 (old point 10)

Start Date – 23 Apr 2019

The Governing Board of Rivenhall C of E Primary School wish to appoint an enthusiastic, friendly and reliable person to undertake the running of an after-school club on the school premises. The club will start as a pilot scheme on 23 April 2019 and run during the summer term, in term time only, from 3:15 pm to 6 pm.

The success of the scheme will be evaluated at the end of the summer term, and a decision will be taken whether to continue to offer the service. Therefore these positions are offered on a fixed term basis until 31 Jul 2019 in the first instance, with potential to extend the contract.

Detailed job description and person specification are attached.

Job-share arrangements will also be considered.

The Governing Board of Rivenhall C of E Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointments are subject to an enhanced DBS check and satisfactory references.

Visits are encouraged and warmly welcomed. For more information or to book a visit contact Edit Davies – School Business Manager on 01376 514509 or email admin@rivenhall.essex.sch.uk.

Closing date: 15 Mar 2019

Date of interview: to be confirmed