



Job Vacancy — **After School Club Assistant**

St. John Vianney Catholic Primary School is seeking to appoint an inspirational staff member to join a team of dedicated staff working within the Our Catholic School. The governors of St John Vianney Catholic Primary School are seeking to appoint a highly committed and energetic person to support a in our after school club that runs from 3.05pm to 5.50pm each night. The successful candidate will be expected to work under the guidance of the leadership team and club supervisor to support in the running of activities and supervising the children.



Our school offers a range of professional development opportunities for the successful candidates. If you are looking for a position to make a difference to the young people and their families within our community, we would welcome an application.

We can offer:

- A commitment to promoting staff well being.
- Polite, well-behaved children that are Sincere, Virtuous and Joyous.
- High quality bespoke CPD
- Supportive, collaborative and inclusive teamwork

We are looking for a person who :

- Supports us in delivering our Catholic ethos and mission throughout the school and the community.
- Can thrive in a busy, fast-changing environment.
- Is a positive thinker and solution focused.
- Is self- driven to achieve the best outcomes for our children and families.
- Has excellent communication skills.



'Seeking Growth Together Through Jesus'





St John Vianney Catholic Primary School

Safeguarding Information

Introduction

St. John Vianney Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people in its schools. The school complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. To meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications refer to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma refers to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview. Appointment An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other preemployment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation All new staff will be subject to probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job, and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

St. John Vianney recognises the value of and seeks to achieve a diverse workforce. St. John Vianney takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. St. John Vianney is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

St. John Vianney Catholic Primary is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the school processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures.



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