



Bedlington West End Primary School

After School Club Assistant Term time only 16 hours per week

Band 1 – point 2
[£23,656 [FTE] per annum (£8,600 pro rata)

At Bedlington West End Primary School, we believe that every child is unique and can achieve his or her potential. Each child will receive the nurture, support and challenge to prepare her/him for the next stage of learning and for life beyond education. We expect every child to be the best she or he can be and to follow our school motto, **'Yes I can!'**

We have very enthusiastic and friendly children; dedicated and hardworking staff, and a supportive governing body and parents. Further information about the school can be found on our website.

Our governors are seeking to appoint a fun, adventurous and creative After School Club Assistant to join The Den Out of School wraparound childcare provision at West End Primary school.

- * The role would be to facilitate fun and educational play opportunities in a child focused, child-led environment.
- * The ideal candidate would have a sense of fun, would enjoy jumping in puddles, reading stories in silly voices and wouldn't mind going home covered in paint at the end of the day.
- * You should be prepared to be invited into the imaginative world of play and be open to learning from the children.

- * You should appreciate the value of learning through play, encouraging curiosity and exploration where possible.

- * You would support the children in building resilience and independence. You would be resourceful, patient, nurturing and inclusive.

Working hours will be 2.50pm – 6.00pm. Sessions run Monday to Friday 3.00pm – 6.00pm term time only with parents accessing wrap around care for as much or as little time as they require.

Staff are expected to set up the provision, prepare a healthy snack and be responsible for leaving the space clean and tidy at the end of each session.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the Ministry of Justice website. You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Our Employment of Ex-Offenders Policy can be downloaded from this website.

In line with the guidance in Keeping Children Safe in Education, schools may carry out an online search as part of their due diligence on shortlisted candidates.

Application forms are available from the school by e-mailing angela.markham-lee@westend.northumberland.sch.uk or telephoning Angela Markham-Lee on 01670 822328 or can be downloaded from this website. Please note, we are unable to accept CVs.

Completed applications should be returned directly to the school either by post to Mrs Angela Markham-Lee, School Business Manager, Bedlington West End Primary School, Ridge Terrace, Bedlington, Northumberland NE22 6EB or by email to angela.markham-lee@westend.northumberland.sch.uk

Closing Date: 12 noon on Monday 3 March 2025

Interview Date: Thursday 6 March 2025

If you do not receive an invitation to interview by Tuesday 4 March, please assume your application has been unsuccessful.

Headteacher: Mrs J Dey, Bedlington West End Primary School, Ridge Terrace, Bedlington,
Northumberland. NE22 6EB

e-mail: admin@westend.northumberland.sch.uk

website: westend.northumberland.sch.uk