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## General information for applicants

### After School Manager From September 2019

#### **Crescent School**

Crescent School, which enjoys a prime location in Bilton, a leafy residential suburb of Rugby, has some 165 pupils on roll from Reception to Year 6. A further 40 or so children from six months to pre-school attend the outstanding on-site nursery run by Pathfinders. The key catchment area for the school lies in a radius of about ten miles, largely within the Rugby area and surrounding villages in Warwickshire and into Northamptonshire.

Originally founded in 1948 (having informally started in 1946) as a school for the children of Rugby School masters, it was housed in Rugby School buildings. Having opened its doors to children living in Rugby and the surrounding district, it outgrew these premises and, in 1988, purchased a purpose built school in Bilton, approximately 2 miles south of Rugby town centre. Crescent merged with the Princethorpe Foundation in September 2016, a partnership which has brought many benefits to both parties in terms of long term financial planning, opportunities for development and shared resources, expertise and leadership.

The school is renowned locally for excellent standards of teaching and pastoral care and its success in getting pupils into their first choice of secondary school including the two local grammar schools as well as other maintained and independent schools, including Princethorpe College, for which the Crescent is a significant feeder.

The school has recently embarked on a new and exciting chapter in its history. Crescent joined the Princethorpe Foundation and Joe Thackway was appointed as Headmaster in September 2017. Since that time, numbers in the school have increased rapidly and there is a genuine sense of purpose and confidence around the school, as well as the much cherished caring and welcoming culture that all visitors to the school are quick to remark on.

The Headmaster is a member of both IAPS and ISA; the school is an accredited member of ISC, having undergone ISI and Ofsted inspections.

#### **The Princethorpe Foundation**

The Princethorpe Foundation, which is administered by lay trustees, provides co-educational, independent, day schooling for some thirteen hundred children from age two to eighteen years. Our schools are characterised by their strong Christian ethos and pride themselves on providing a caring, stimulating environment in which children's individual needs are met and their talents, confidence and self-esteem are developed.

The senior school, Princethorpe College, (HMC 11 - 18) is about 7 miles from Leamington, Coventry and Rugby, with the junior schools, Crescent (IAPS) about seven miles away in Rugby, and Crackley Hall School (IAPS) and Little Crackers Nursery about nine miles away in Kenilworth.

#### **Mission Statement**

The mission of Crescent School is to provide an outstanding all round education for its pupils. To achieve this goal we strive to create an environment that is caring, nurturing, and supportive of the needs and interests of every child and with an awareness of our place in the wider community. We are a school with Christian values and traditions and also welcome children of different faiths and those of no faith.

## **School Ethos**

As a school community, Crescent School shares certain core values and beliefs. We seek to foster and develop the qualities of kindness, tolerance and mutual respect in a safe and caring environment, where staff and families work together to deliver an inspiring, challenging and varied curriculum.

Our shared values are expressed in the Crescent School Promise:

### **Good Friends:**

We are kind to each other  
We forgive each other and work things out together  
We are gentle and caring  
We use our manners all the time

### **Good Learners**

We work hard and try our best  
We never give up and always try again  
We are calm and sensible  
We listen and don't interrupt

### **Good Citizens**

We try to keep safe and be responsible  
We respect everyone and we are tolerant  
We are honest and tell the truth  
We keep our school tidy and take pride in our clothes and our uniform

These simple guidelines and convictions, shared by staff and pupils, are at the heart of everything that we do.

## **Role**

We are looking for an enthusiastic, experienced and suitably qualified person, to start in September 2019, to manage our After School Care provision, which is attended by pupils in Reception to Year 6. Candidates must have a relevant Level 3 qualification or above plus experience in a School or Nursery setting.

Crescent School is a leading local independent school. We are part of the Princethorpe Foundation and enjoy a strong academic reputation and are well known for the excellence of our pastoral care.

Potential candidates are strongly encouraged to visit the School's website [www.crescentschool.co.uk](http://www.crescentschool.co.uk) for more information about our thriving School, which offers a rich curriculum and strong sense of community. Continuing Professional Development is encouraged and personal visits to the School are welcome.

Hours of employment will be 3.30 – 6.00pm Monday to Friday, term time only.

## **Professional Duties and Job Description**

### **Main Responsibilities**

- To provide high quality and varied activities in line with the School Ethos, within a safe and caring environment
- To provide a high standard of physical, emotional, social and intellectual care for the children placed in the After School Club, including those with special needs
- To manage other After School staff as required and deal with parents in a professional and customer friendly manner

### **Other responsibilities**

In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with the After School Manager post

- To plan, deliver and evaluate a varied programme of high quality, age appropriate play opportunities in a safe and nurturing environment
- To be responsible for implementing Safeguarding and Health and Safety policies and procedures
- To ensure that standards of behaviour and mutual respect are in line with the School Ethos and Promise of Good Friends, Good Learners and Good Citizens. This applies equally to staff as to children
- To support and encourage completion of all forms of homework to a high standard, including written work, reading and spelling practice
- To manage the other after school staff to ensure they are utilised for the good running of the sessions and with proper regard for fair and equal workloads
- To ensure that adequate staffing levels are in place for all sessions, working with SLT as required
- To provide food and drinks to the children in line with established procedures in a safe and hygienic environment
- To maintain the after school area in a safe and tidy manner. This would include daily tidying up as well as periodic re-organisation or cleaning of resources as required
- To liaise and communicate with parents, either individually or as a group, to enable the effective operation of the Club
- To administer basic/paediatric first aid, in line with training provided and communicate any medical issues with parents as required and in line with school policies
- To assist in the specific medical/care needs of pupils as required
- To maintain accurate and detailed registers of pupil attendance/absence
- To assist in the marketing and promotion of the Club to parents, as required
- To maintain stock and order supplies as required
- To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis
- To ensure confidentiality is maintained where appropriate
- To follow safeguarding policies and procedures at all times

The Foundation supports continuing professional development through an appraisal system to track and document the skills, knowledge and experience that you gain both formally and informally at work, beyond any initial training. Promotions within the Foundation are encouraged, although it is preferred that employees complete their probationary period for their role before they apply for another advertised role within the Foundation.

## Person Specification

CRITERIA	QUALITIES Essential (E) or Desirable (D)
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant Child Care qualification (or equivalent) E</li> <li>• NVQ Level 3 in Child Care, equivalent or above E</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with or caring for children of relevant age E</li> <li>• Experience of undertaking administrative tasks E</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding of children E</li> <li>• Ability to keep records and undertake necessary administration E</li> <li>• Ability to manage resources E</li> <li>• Good communication skills (oral and written) E</li> <li>• Good numeracy and literacy skills E</li> <li>• Ability to maintain confidentiality E</li> <li>• First Aid training D (Training available)</li> <li>• Ability to make effective use of ICT (e.g. Word, Excel) D</li> <li>• Flexible attitude to work E</li> <li>• Knowledge of safeguarding requirements D (Training available)</li> <li>• Knowledge of Early Years Foundation Stage D (Training available)</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children E</li> <li>• Ability to work as part of a team E</li> <li>• Ability to work under pressure and prioritise effectively E</li> <li>• Commitment to maintaining confidentiality at all times E</li> <li>• Commitment to the principles of health and safety and equality and diversity E</li> <li>• To maintain positive and professional communications with other staff, parents and carers.</li> <li>• To be a positive and proactive problem solver with an ability to take personal initiative, listen constructively to the views of others and operate as part of a mutually supportive team E</li> </ul>

### **Safeguarding Children**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy statement at all times.

If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school she/he must report any concerns to the Assistant Head, who is the Designated Safeguarding Lead or the Headmaster.

### **Mandatory Training**

Safeguarding and Health and Safety Induction

### **Salary**

In the range of £12.83 to £13.66 per hour (E4 to E9 on the Princethorpe Foundation pay scale) by negotiation, depending on qualifications and relevant experience.

Members of staff working in the Foundation enjoy a considerable discount on school fees for their own children at Crescent School, Princethorpe College and Crackley Hall School. Teaching staff are members of the TPA. The Princethorpe Foundation salary scale is associated with, but some way above national scales.

### **General**

The employee will need to satisfy the Foundation of medical fitness, integrity of information supplied and will be expected to sign a standard Foundation contract of employment.

Members of support staff are welcome to contribute to the extra-curricular programme.

## **Safeguarding**

The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

During the recruitment process we will require a signed statement that the applicant is not on the barred list/ List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies.

Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A.

The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website:

<https://www.theprincethorpefoundation.co.uk/join-us>

## **Recruitment**

The Princethorpe Foundation is committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.

The Foundation is an equal-opportunities employer.

## Application Form

Applications will only be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form together with a CV and covering letter detailing experience, personal qualities and how you meet the job description and the person specification for the role, addressed to Mr Joe Thackway, Headmaster, outlining your suitability for the post.

Candidates may contact Mr Thackway at Crescent, prior to submitting their application to seek further information if they so wish. Completed applications should be sent by email to [head@crecentschool.co.uk](mailto:head@crecentschool.co.uk)

or by post to: Mr J Thackway  
Headmaster  
Crescent School  
Bawnmore Road  
Bilton  
Rugby  
CV22 7QH

The closing date for applications is Friday 16 August 2019, at 12.00 noon, applications will be reviewed regularly and the closing date may be brought forward therefore candidates are advised to apply immediately.

## Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children. All candidates invited to interview must bring with them:

## Proof of ID and Right to Work in the UK

*At least one document must be photographic proof of ID. Please bring:*

- Current UK passport showing you are a British Citizen **OR**
- Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland **OR**
- Full birth or adoption certificate issued in the UK, dated within 12 months of birth.

## And where possible

- An official document giving your permanent National Insurance Number.
- If applicable, your Marriage Certificate or official documentation showing a change of name. **See Qualifications below**
- If available, your Current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced.

## Educational/professional qualifications

- Qualification Certificates as listed on your application form.  
**If the certificate is in your maiden name then a marriage certificate must be produced.**  
*If the successful candidate cannot produce original documents or certified copies, written confirmation of her/his relevant qualifications must be obtained from the awarding body.*

## Proof of Current Address

Utility bill or financial statement showing your current name and address, dated within last three months

Crescent School, Bilton, Rugby CV22 7QH. Tel: 01788 521595 Fax: 01788 816185 e-mail: [admin@crecentschool.co.uk](mailto:admin@crecentschool.co.uk)

[www.crescentschool.co.uk](http://www.crescentschool.co.uk)