

**AFTER SCHOOL CLUB ASSISTANT**

**TERM TIME ONLY / 38 WEEKS PER YEAR**

**Monday – Friday, 3 p.m. – 6 p.m.**

**(Post Reference No.: ASC15)**

St Oswald’s Sunshine Club is seeking to appoint a highly motivated, dedicated and caring After School Club Assistant to join our team.

We are a non-profit making organisation, providing care for children aged 3 and 4 years, as well as wrap around care to the pupils of St. Oswald’s Church of England Voluntary Aided Primary and Nursery School. We are open from 7.45 a.m. to 6.00 p.m. The successful applicant will work from 3 p.m. until 6 p.m., Monday to Friday.

A uniform is provided by the Sunshine Club, but is laundered by the employee.

In order to be invited to take part in our selection process, candidates **must have**: -

* Level 2 or above qualification in Childcare, or an acceptable equivalent qualification, **and experience of:**
* Delivery of education to 3 and 11 year olds;
* Working effectively as part of a team.

Application forms, along with a job description and person specification are available from the Club’s website: <http://www.stoswaldsdurham.net/sunshine-club/job-vacancies/>

Applications should be returned for the attention of the Manager to St Oswald’s Sunshine Club, Church Street, Durham City, DH1 3DQ, or by email to [sunshine@stoswaldsdurham.net](mailto:sunshine@stoswaldsdurham.net). **Applicants should ensure that they demonstrate how they meet the essential criteria for the post, as detailed on the person specification.**

The timetable for this post is as follows:

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| Closing date | Midnight on Friday, 21st May 2021 |
| Shortlisting | Monday, 24th May 2021 |
| Interviews | Wednesday, 26th and Thursday 27th May 2021 |

\* applications received after this date and time WILL NOT be considered

**Visits to the Club are welcome by prior arrangement; please telephone the Manager/Deputy Manager on 0191 386 8322 or email** [**sunshine@stoswaldsdurham.net**](mailto:sunshine@stoswaldsdurham.net) **to make an appointment.**

The Governing Body and the Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

We are an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.

**Applicants with disabilities will be invited for interview if the essential job criteria are met.**

Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you are required to complete the Disqualification by Association declaration form. Should you be successful in your application for this post, your appointment cannot be progressed without this declaration.