



Before & After School Club Deputy Co-Ordinator

L.E.A.D. Academy Trust consists of 25 academies across Nottingham, Sheffield, Derby, Lincoln and Leicester and is recognised by Ofsted as a leading academy sponsor. Our academies are encouraged to lead and manage in a way that preserves their individual identity and responds to the specific needs of their young people and community.

This role represents an exciting opportunity to be part of something special, developing and supporting our Trust in improving education outcomes for children and young people. In the attached candidate pack you will find further information about the role and its responsibilities.

Birley Primary Academy

Birley Primary Academy is a happy and positive educational setting where diversity is truly celebrated. We have a team of talented, hard-working and committed staff, who are dedicated to doing the very best for all children.

The Governors are looking for a Deputy Co-Ordinator to join our school community within our Breakfast & After School Club, who are dedicated to providing a safe, engaging and fun filled environment for all the children who attend. **Please note we are happy to split these hours between 2 successful candidates. These hours may also increase dependant on demand for places in our club.**

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is subject to a Disclosure and Barring Service check.

Job details:

Contract type: Part-Time, Permanent, Term Time only

Salary payscale and range: SCP 5-10 £10,447.07-£11,356.19

Working hours: 19.5 hours – 7.45am-9.15am Mon-Fri, 3.00pm-5.30pm Mon-Thurs, 3.00pm-5.00pm Friday

Location: Birley Primary Academy, Thornbridge Avenue, Sheffield, S12 3AB

Benefits of working at L.E.A.D.

Competitive salary
Generous pension scheme
Continuing professional development
Access to physio services, occupational health and eyecare schemes
Employee assistance programme including free, confidential counselling services

Please see our Trust [website](#) for more information

Completed application forms should be returned to:
carolinebennett@birleyprimaryacademy.co.uk

Overview of key duties:

- As an integral part of the Team you will actively and enthusiastically assist the co-ordinator in the safe and organised running of the club
- Provide a fun, safe stimulating environment for the children, with creative & appropriate play opportunities
- Maintain good order and discipline amongst children and pupils, safeguarding their health and safety.

Candidate requirements:

- **Childcare qualification at or above L3**
- Be able to relate and engage with children aged between 3-11 years
- Commitment to high standards of attainment & behaviour
- Paediatric First Aid qualification or willingness to attend training
- Good communication skills
- Ability to work as a team member, demonstrate leadership skills, ability to work on own initiative, sound judgement and common sense.
- Knowledge of child protection procedures

Closing date: Friday 21st June 2024

Interview date: TBC

Contact me for an informal talk about the role or to arrange a tour of the school.



Caroline Bennett, Office Manager



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