



# After School Club Chillzone Wrap Around Care Manager/Supervisor Recruitment Pack





## The Offer at Empower Trust

**Mission:** 'Inspire, Empower and Achieve – a commitment to excellence'

**Vision:** 'To create a home for world class learning that improves the lives of each child in our family of schools.'

Our Vision and Mission statements are underpinned by our Trust Values:



Carla Whelan – CEO



### EMPOWERMENT

We actively promote opportunities for every child, adult and school to influence their own practice and future.



### AMBITION

We encourage and support every child, adult and school to aim high to achieve their aspirations.



### COLLABORATION

We work together to support everyone to achieve their aims.



### POSITIVITY

We adopt a 'can do' attitude and an optimistic approach.



### RESPECT

We are thoughtful and considerate to ourselves, others and the environment.



### INTEGRITY

We are honest, transparent and fair in everything we do.

Working for Empower Trust is rewarding in lots of ways. We value and appreciate our people and recognise our staff are instrumental to the success of the Trust. We therefore offer a wide range of exciting and useful benefits to all our employees:

### Career Progression and Staff Development

We are committed to developing our staff and to providing opportunities for growth. We want to encourage the career progression of our employees wherever possible, and support staff who wish to move between our schools and the Central Team when suitable roles arise. We also offer secondment opportunities when available.

At Empower Trust you would be working alongside excellent leaders in education, each with specific areas of expertise. We offer Middle and Senior Leadership development programmes, professional support networks and career development pathways for staff at all levels. In addition, we also have mentoring and coaching programmes, peer learning, internal and external CPD opportunities.

### Health and Wellbeing Services

Working in education is a challenging job and the health and wellbeing of our staff is high on our agenda and a key priority. We have several Trust wide wellbeing initiatives that offer support and guidance for our workforce:

- A Trust Wellbeing Strategy and Charter outlining our commitment to staff wellbeing
- At least one trained Mental Health First Aider in every location, helping to embed our belief that physical and mental health hold equal importance

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- A network of Mental Health First Aiders and Mental Health Leads who provide support, guidance, and signposting to colleagues across the Trust
- A Future in Mind network representing all our academies, who signpost staff to wellbeing support and information, and ensure staff voice is heard
- A designated Trustee sponsor whose role is to ensure staff wellbeing remains a priority
- Wellbeing is a discussion item on each Trustee / Local Governing Body meeting agenda
- Dissemination of annual staff wellbeing questionnaires to inform future actions
- Active engagement in national and international awareness days
- Working towards the Mental Health at Work Commitment and the Education Staff Wellbeing Charter

### Employee Assistance Programme



We are committed to ensuring everyone at Empower Trust gets access to the support they need for personal issues as well as any work-related worries. Our completely confidential Employee Assistance Programme offers numerous services:

- Cancer & Chronic Illness Support
- Counselling & Mindfulness
- Financial Wellbeing
- Food Sensitivity Testing
- GP Helpline & Integrated GP Service
- Happier, Healthier You
- Leadership Support, Clinic & Supervision
- Mastering Mindfulness
- Menopause Support
- Mindfulness & Relaxation
- Nurse Support
- Physiotherapy Support Services
- Private Medical Operations
- Staff Wellbeing
- Weight management
- Wellbeing for Everyone
- Whole School & Leadership Support

### Flexible and Family-Friendly Policies

Our employment policies are flexible and responsive to promote diversity and equality, as well as attract and retain the highest quality workforce. We offer flexible working opportunities; job share arrangements, term time working and part time-roles; generous family leave packages; and compassionate or emergency leave.

### Pension Scheme

We offer an excellent pension scheme with either the Local Government Pension Scheme (support staff) or the Teachers' Pension Scheme which include death in service benefits. As well as employee's paying contributions into the scheme (banded, based on earnings level) Empower Trust also pays a generous contribution on your behalf.

### Cycle to Work Scheme

Save on the cost of the commute, promote a healthy lifestyle, and reduce your carbon footprint - all with our superb cycle to work scheme! Find the bike of your dreams and save up to 42% in tax and NI contributions. Whether it's a

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mountain bike, BMX, fixie, electric cycle, or one of those natty bikes with a basket on the front, get the wheels you really want; all at an affordable cost spread over 12 to 18 months.

#### Other Benefits

- Eye care scheme
- Attractive annual leave allowance
- Free on-site parking
- In-house catering
- Financial wellbeing support
- Discounts for teachers – <https://www.discountsforteachers.co.uk/>



I have the pleasure of being the Headteacher at St. George's Junior School. We are a team who believe in providing the best experiences for our pupils. With this, we strive for commitment, resilience, positivity, and a can-do approach in making a difference to all pupils' educational experiences. We work together, collaborate, share experiences, and learn from each other.

If you feel you have these qualities and want to work as part of a dedicated team, working with supporting our pupils, then please get in touch to make an application. We look forward to hearing from prospective candidates.

*Kelly Lee*  
Headteacher

## The Opportunity at St George's Junior School

- Position:** After School Club Chillzone Wrap Around Care Manager/Supervisor  
15 hours per week – Term time only  
Monday to Friday 15:00-18:00 (Children to have been collected by 18:00)  
Grade 6 (Spinal point 7-11)
- Terms:** Fixed Term until 31/8/2025 in the first instance
- Start Date:** Autumn Term 2024
- Salary:** 15 hour per week Grade 6 Point 7 at £12.59/hour

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**Closing Date:** 6<sup>th</sup> November 2024 at 12 noon

**Interview Date:** to be advised

For further details and an application form, please contact our school office via email or telephone using the details below.

**Website:** <https://stgeorgesjunior.org.uk/>

**Address:** Woodfield Road, Shrewsbury, SY3 8LU

**Telephone:** 01743 357133

**Email:** [admin@stgeorges.empowermat.co.uk](mailto:admin@stgeorges.empowermat.co.uk)

St George's Junior School and Empower Trust are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The post is subject to enhanced DBS clearance and other safeguarding checks. If shortlisted, you will be subject to an online search.

[Safeguarding Policy](#)

[Safer Recruitment Policy](#)

**Job summary:** Day to day management of the club.  
Provide quality play care within the framework of the club's policies and procedures

**Line manager:** [Headteachers of Woodfield and St. George's](#)

**Responsible for:** Deputy/Chillzone supervisors/volunteers

**Working relationships:** Children attending the club and their parents or carers  
Management and staff, administration staff, pupils and volunteers

**Main duties include:**

- Ensuring correct staff-pupil ratios for each session-breakfast and after school.
- Planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collection to and from WFI/SGJ

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- Ordering provisions weekly in order to provide refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Setting up the play space including moving furniture and play equipment/resources.
- Consulting with children and involving them in planning activities.
- Providing support and supervision to Chillzone assistants and other staff, including volunteers.
- Communicating and liaising with both headteachers & administration staff re; registers, issues/concerns, H&S
- Administration and record keeping, including staff and child records, (financial records completed by administration team), ordering and purchasing, and working within an agreed budget.
- Developing and maintaining good communication with all members of the club, with schools, and especially with parents.
- Undertaking appropriate and relevant training.
- Monitoring and maintaining a healthy, safe and secure working environment.
- Working within the framework of the club's policies and procedures, and the Early Years Foundation Stage.

### Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none"> <li>• Experience of working with 4 to 11 year olds</li> <li>• Experience of administration/record keeping</li> <li>• Experience of working in a supervisory or management capacity</li> <li>• Delivering equal opportunities in a play setting</li> <li>• Understanding the varied needs of children and families</li> <li>• Providing and facilitating safe, stimulating play</li> <li>• Proven leadership skills</li> <li>• Excellent communication skills together with sufficient understanding and use of English to ensure the well-being of the children*</li> <li>• Ability to work on own initiative, using judgement and common sense</li> <li>• Familiarity with the Early Years Foundation Stage</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate Level 3 qualification</li> <li>• Appropriate child protection training</li> <li>• At least 2 years' experience of working in a childcare/education setting</li> <li>• Experience of working within a play-based setting</li> <li>• Ability to use IT based resources to support play and club communications</li> <li>• Current 12-hour Paediatric First Aid Certificate</li> <li>• Food Hygiene Certificate</li> </ul>

\* Para 3.25 of the Statutory Framework for the Early Years Foundation Stage 2021

### JOB DESCRIPTION

NAME: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Privacy Notice – Job Applicants**

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

### **What is personal information?**

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4). Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

### **Legal Basis for Using Personal Data**

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data outside of the recruitment process. If you do not consent to the holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.

### **What data do we hold on you?**

The personal data we hold regarding you can include, but is not limited to:

- Your name and address
- Email address and telephone number
- Date of birth
- Equal opportunities monitoring information.
- Your nationality and entitlement to work in the UK.

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- National insurance number
- Information about your current salary and benefits
- Qualifications and skills
- Work experience and employment history
- Information about your criminal record
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation.

#### **Who has access to your personal data?**

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

#### **How do we protect applicants' personal data?**

Our servers and storage systems are based in the UK, and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. For example, we ensure we use encrypted devices, passwords, virus protection and firewalls.

#### **What rights do you have in relation to your information?**

You have the following rights in relation to your personal data:

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
  
- The right to restrict processing. This right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.
- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
  - Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
  - Direct marketing.
  - Processing for scientific/historical research and statistics.
  - Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protectionregulationgdpr/individual-rights/>

This policy may be subject to change. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on [admin@empowertrust.co.uk](mailto:admin@empowertrust.co.uk) Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

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