



CMS After-school club provider

Role

The after school club provider must have patience, love and respect for children. After school club takes place 3:30pm to 5:30pm Monday to Friday, term times only. Working with children aged 2-9 years.

The format of sessions is as follows:

- 3:30pm to 4pm Free play
- 4pm to 4:30pm Light snack
- 4:30pm to 5:15pm Activity time
- 5:15pm to 5:30pm Getting ready for home.

After school club providers prepare and maintain an orderly, attractive, and joyful environment. They plan and run activities and prepare light snacks.

Working Hours:

3:15pm to 5:45pm Monday to Friday. Term time only- 40 weeks of the year.

Start Date:

To start September 2017, with option of working before this in July 2017 for 4 weeks.

Duties and responsibilities include:

- **Plan and run activities** – Planning daily and varied activity sessions- such as baking / crafts / outdoor games.
- **Prepares and maintains the environment** – Maintain the cleanliness of the classrooms and keep the atmosphere inviting.
- **Prepares light snack**- Follows good hygiene to prepare daily snacks for the children
- **Observes behaviours** – reporting back to the lead teacher on the behaviour of children. Observing the growth of the children in social, emotional and academic areas during individual and/or group activities.
- **Models grace and courtesy** - like all members of staff, is an example for the children and as such must always model exemplary behaviour and manners.
- **Assists in the development of independence** - helps children to prepare snacks, and assists them to dress themselves and use the toilet.
- **Follows procedure** - Adhere at all times to the schools policies and procedures.
- **Professional development** -Continues to attend training to further them as a Montessori Assistant.
- **Maintains Confidentiality** - Does not discuss children or their families outside of the nursery.

Job Requirements:

- CACHE Level 3 qualification in childcare (as per the CCW approved list)
- Passionate about providing children with the best start in life
- Experience working in after-school clubs or nursery environments.
- Has the physical capacity to work with primary aged children (includes but is not limited to: bending, minor lifting, working on the floor)
- Holds a certificate in first aid and food hygiene or willing to undertake a course prior to commencing employment

Application:

- Applicants must have the right to work in the UK, be able to provide 2 references and engage in an enhanced DBS check.
- Apply in writing to info@cardiffmontessori.com attaching a CV and cover letter, deadline 20th June 2017. We reserve the right to close the process earlier if a suitable candidate is found and therefore encourage early application.
- Interview provisional dates 28th to 30th June.