

February 2018

Dear Applicant,

After School Club Assistant

15 hours per week – 3pm to 6pm - Monday to Friday -Term Time Only plus 5 days INSET

Salary grade: Band 1, SCP 6 to 10.

Thank you for your interest in the post of After School Club Assistant from March 2018.

Templemoor is a happy, vibrant, over-subscribed infant and nursery school, with beautiful, extensive grounds located in Sale Moor, Trafford. We currently have 226 pupils on roll.

We ensure that children are at the heart of everything that we do. We aim to provide our children with secure foundations for life, so that they leave our school with an exceptional all round education and a love of learning. Our children are amazing! They show great commitment to their school and learning.

Our school has a talented team of dedicated staff who create an environment that is exciting and stimulating where all children are encouraged to develop a love of learning and to achieve the highest standards in all that they do.

The Application Pack can be downloaded from our website at templemoorinfants.co.uk and consists of:

- This covering letter
- A Job Description and Person Specification
- Application Form
- Safeguarding Information Sheet
- Self-disclosure form
- Reference pro-forma (for information only)

The selection process is as follows:

STEP 1	The closing date for applications is at 12pm on Monday 26 th February 2018. Application Forms and Self-disclosure forms must be emailed to recruitment@templemoor.trafford.sch.uk and marked FAO The Headteacher or posted to the school address.
STEP 2	The recruitment panel, consisting of the Headteacher, After School Club Manager and School Business Manager will meet on Tuesday 27 th February 2018 to shortlist. Successful applicants will be contacted by email by the end of the day. Reference requests will be sent out. Unsuccessful applicants will not be contacted.
STEP 3	Interviews will take place on Thursday 8 th March 2018.

Please contact Mrs Beck (School Business Manager) on 0161 969 1622, or via email at recruitment@templemoor.trafford.sch.uk for further details.

I wish you the very best of luck with your application.

Kind regards,



Stuart Hodgson
Headteacher

