

HAWES SIDE ACADEMY



# Out of School Club Assistant

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# About the Job

## Job Outline

<b>Location</b>	<b>Hawes Side Academy, Johnsville Avenue, Blackpool FY4 3LN</b>
<b>Title of Post</b>	Out of School Club Assistant
<b>Grade</b>	Grade A/B 3 (£9.36 p/hr)
<b>Hours</b>	Casual and Permanent up to 20 hours per week
<b>Required from</b>	As soon as possible

## Purpose of the Job

To assist with the delivery of out of school activities to pupils (before and after school), ensuring the security and safety, welfare and good conduct of pupils during these times.

## Main Duties

- Assist with the delivery of activities to meet the educational and recreational needs of the pupils
- Set up and ensure that all equipment used is clean and safe
- Supervise pupils at all times, including physical activities (in the playground or fields), such that they are safe and well under direct instruction of senior staff
- Ensure pupils get to class on time
- Liaise with parents / carers to ensure the pupils' individual needs are met
- Report any incidents to senior staff.
- Communicate with pupils to encourage participation in activities, support learning, development and healthy eating;
- Works to set procedures, responding to individual pupil questions or needs on a day-by-day basis
- Maintain confidentiality and adhere to safeguarding procedures

# Person Specification

The Governors wish to appoint a candidate who has the experience and knowledge described in the specification.

The successful applicant should have:

- Knowledge, skills and/or qualifications in play work/childcare provision according to national requirements by the type of setting.
- Knowledge of procedures for delivering before and after school activities for pupils
- Experience of delivering physical activities inside and outside the classroom.
- Basic Numeracy and Literacy skills

# Pay and Conditions

- Appointment will be made subject to satisfactory references and DBS and Medical clearance procedures
- The successful candidate will be eligible to apply to join the Local Government Pension Scheme, which provides a variety of index-linked benefits
- The Academy operates a no-smoking on site policy

- New entrants to the academy are subject to a six-month probationary period

**Hawes Side Academy welcomes applications from all sections of the community. It is intended that no person shall receive less favourable treatment on the basis of sex, marital status, colour, race or disability or any other condition or requirement that cannot be shown to be justifiable.**

**The Academy also condemns inappropriate conduct which detracts from the working environment and is committed to the promotion of a climate in which harassment is wholly unacceptable.**

## **How to Apply**

Please contact the academy on 01253 402541 for further details and/or a visit to school. Visits are encouraged and warmly welcomed. Further details and application forms are also available from the academy website [www.hawes-side.co.uk/our-school/Work-With-Us](http://www.hawes-side.co.uk/our-school/Work-With-Us)

Please return your letter of interest together with your completed application form to: Mrs C Boothroyd, Principal. Hawes Side Academy, Johnsville Avenue, Blackpool, Lancashire, FY4 3LN or by email to [admin@hawes-side.co.uk](mailto:admin@hawes-side.co.uk) marked for the attention of Mrs C Boothroyd.

**Closing date: Monday 20<sup>th</sup> January 2020 (12 noon)**

**Shortlisting: Tuesday 21<sup>st</sup> January 2020**

**Interviews: w/b Monday 27<sup>th</sup> January 2020**

If you have not been contacted within two weeks of the closing date you can assume that, on this occasion, your application has been unsuccessful.

Thank you for the interest you have shown in this vacancy.



# Hawes Side Academy

## Job Applicant Privacy Notice

### (How we use job applicant information)

As part of any recruitment process, the Academy collects and processes personal data relating to job applicants. The Academy is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

#### **What information does the Academy collect?**

The Academy collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Academy needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The Academy may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Academy may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

The Academy will inform you that it is doing so.

Data will be stored for the duration of the recruitment process in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

#### **Why does the Academy process personal data?**

The Academy needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the Academy needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Academy has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Academy to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Academy may also need to process data from job applicants to respond to and defend against legal claims.

The Academy may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Academy processes such information to carry out its obligations and exercise specific rights in relation to employment.

As you will be working with children the Academy is obliged to seek information about criminal convictions and offences. Where the Academy seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Academy will not use your data for any purpose other than the recruitment exercise for which you have applied.

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

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the area with a vacancy.

The Academy will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Academy will then share your data obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Academy will not transfer your data outside the European Economic Area.

### **How does the Academy protect data?**

The Academy takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does the Academy keep data?**

If your application for employment is unsuccessful, the Academy will hold your data on file for 1 month after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment in accordance with the academy Record Management policy. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Academy to change incorrect or incomplete data;
- require the Academy to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Academy is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact].

If you believe that the Academy has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Academy during the recruitment process. However, if you do not provide the information, the Academy may not be able to process your application properly or at all.

