

## ESMS JUNIOR SCHOOL



JUNIOR SCHOOL

### **After School and Holiday Club Playworkers (Ravelston)**

We are currently recruiting for permanent After School and Holiday Club Playworkers in the ESMS Junior School. Working within an enthusiastic and dynamic team, successful candidates will be responsible for the out of school care of boys and girls aged 5 to 7 years based at Ravelston. Positions are immediately available, subject to satisfactory pre-employment checks.

We require staff to work during term time in After School Club from 1.30 pm to 6.00 pm Monday to Friday, a maximum of 22.5 hours per week, and 26.25 hours per week during holiday periods. The salary range is approximately £11,736 - £12,845 (pro-rata) per annum, which is at point C of the ESMS Support Staff Salary Scales, dependent on experience and qualifications.

ESMS is a vibrant, friendly and welcoming family of schools, set in beautiful grounds in the heart of Edinburgh. We are a diamond school combining a co-educational junior school and sixth form with single-sex senior schools. Our Schools have always been pioneers of rounded education. Children's education is underpinned by our nine values: appreciation, commitment, confidence, enthusiasm, grace, integrity, kindness, respect and responsibility. From virtual reality headsets in the classroom to developing one of the first outdoor learning programmes in Scotland, we are always searching for new ways to develop the whole child.

The people that work for us are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

Staff are offered a range of benefits including: a generous holiday allowance, enhanced sick pay, family friendly policies, use of the Schools' swimming pool and fitness room outside school hours, membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount of 50% from Nursery to Sixth Form.

**This is an open vacancy and interviews will be conducted as applications are shortlisted.**

<b>TITLE</b>	ePlus Playworker
<b>BASIC FUNCTION</b>	The ePlus Playworker provides full care for children who attend the After School Club and Holiday Club.
<b>ACCOUNTABILITY</b>	The ePlus Playworker is accountable to the ePlus Manager
<b>AUTHORITY</b>	The ePlus Playworker has authority as delegated by the ePlus Manager and other promoted staff.

## **RELATIONSHIPS**

The ePlus Playworker works closely with the other ePlus Playworkers and other staff within the school community.

## **KEY TASKS**

- Providing full care for children who attend the After School Club and Holiday Club
- Supervising and interacting with individuals and groups of children on a daily basis
- Preparing and organising resources for each day's activities to provide a play environment for the children which provides high quality care, relaxation and fun
- Liaising with parents on a daily basis
- Taking an active part in the planning and evaluation process and accepting responsibility for the preparation of activities and tasks
- Ensuring that the play area is safe for the children's use and is tidied appropriately at the end of the day
- Supervising groups of children on outings

## **PROFESSIONAL DEVELOPMENT AND REVIEW**

The ePlus Playworker will have opportunities for Staff Development, including regular meetings with their line Managers.

## **PERSON SPECIFICATION**

- Kind and enthusiastic person who puts the interests of the children first
- Responsible and well organised
- Ability to multi-task and prioritise own workload with good attention to detail
- A good team player who relates well to others
- Demonstrates the values of ESMS.

## **EXPERIENCE, SKILLS AND QUALIFICATIONS**

- Experience of working with children is essential
- Playwork or Early Years qualification, or who may be interested in working towards a recognised Childcare qualification for registration with the Scottish Social Services Council (SSSC)
- Knowledge of Microsoft 365 is highly desirable
- An interest in child development is important.

## **REMUNERATIONS AND OTHER CONSIDERATIONS**

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

<b>Hours of Work</b>	We require staff to work during term time in After School Club from 1.30 pm to 6.00 pm, Monday to Friday, a maximum of 22.5 hours per week and 26.25 hours per week during holiday periods.
<b>Annual Leave</b>	Entitlement is to 25 days annual holiday leave plus 10 days statutory holiday at Christmas and Easter, when the Schools are closed. The Schools' holiday year runs from January to December.
<b>Salary</b>	Salary will reflect qualifications and relevant experience. The salary range is approximately £11,736 - £12,845 (pro rata) per annum, which is point C of the ESMS Support Staff Salary Scales. Salaries are reviewed annually on 1 <sup>st</sup> April.
<b>Contract</b>	This is a permanent contract available immediately.
<b>Eligibility</b>	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
<b>Pension</b>	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
<b>Staff Benefits</b>	Staff are offered a range of benefits including: a generous holiday allowance, enhanced sick pay, family friendly policies, use of the Schools' swimming pool and fitness room outside school hours, membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount of 50% pro rata from Nursery to Sixth Form.

ESMS reserves the right to withdraw this vacancy at any time.

## **APPLICATION PROCEDURE**

Applicants must complete the Support Staff application form and Equal Opportunities Monitoring form to be considered for this position. Please note CVs and cover letters will not be accepted. Please submit both forms to [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) before the closing date.

Any enquiries about this position should be directed to Laura McMurray, HR Assistant, at [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) or by phone on 0131 347 5867.

**This is an open vacancy and interviews will be conducted as applications are shortlisted.**