

## ESMS JUNIOR SCHOOL



### **After School and Holiday Club Practitioner**

We are currently recruiting for After School and Holiday Club Practitioners in the ESMS Junior School. Working within an enthusiastic and dynamic team, successful candidates will be responsible for the out of school care of children aged from Nursery to 12 years based at either Queensferry Road or Ravelston. Positions are available immediately, subject to satisfactory pre-employment checks.

We are currently offering Monday to Friday positions. Hours of work will be between 1:30pm and 6:00pm or 3.00pm and 6.00pm (depending on site) during term time and on a rota basis during holiday periods. Remuneration will be dependent on qualifications and experience. The desirable candidate will be available for 5 days per week, however candidates available 4 consecutive days per week will also be considered.

Unqualified After School and Holiday Club Practitioners will be paid on ESMS e-Plus Scale point 8-11 (£10.95 - £11.79 per hour). Qualified After School and Holiday Club Practitioners will be paid on ESMS e-Plus Scale point 13-16 (£12.18 - £12.95 per hour). With a range of additional benefits.

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.

This year, ESMS are winners of the Independent Schools of the Year Award in the Performing Arts, Music and Drama category. Independent Schools of the Year Awards showcase transformative and innovative projects from schools across the UK and we are immensely proud that the work of our staff and students has been recognised in this way.

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.

ESMS is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure Scotland.

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

<b>TITLE</b>	After School and Holiday Club Practitioner
<b>BASIC FUNCTION</b>	The After School and Holiday Club Practitioner provides full care for children who attend the After School Club and Holiday Club.
<b>ACCOUNTABILITY</b>	The After School and Holiday Club Practitioner is accountable to the ePlus Manager.
<b>AUTHORITY</b>	The After School and Holiday Club Practitioner has authority as delegated by the ePlus Manager and other promoted staff.
<b>RELATIONSHIPS</b>	The After School and Holiday Club Practitioner works closely with the other After School and Holiday Club Practitioners 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 REVIEW AND DEVELOPMENT**

All teaching and support staff participate in a cycle of professional review.

## **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>	Hours of work will be between 1:30pm and 6:00pm or 3.00pm and 6.00pm (depending on site) Monday to Friday during term time and on a rota basis during holiday periods. A degree of flexibility is required in this role.
<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>	Remuneration will be dependent on qualifications and experience. Unqualified After School and Holiday Club Practitioners will be paid on ESMS e-Plus Scale point 8-11 (£10.95 - £11.79 per hour). Qualified After School and Holiday Club Practitioners will be paid on ESMS e-Plus Scale point 13-16 (£12.18 - £12.95 per hour). With a range of additional benefits.
<b>Contract</b>	This is a permanent contract available immediately (subject to satisfactory pre-employment checks).
<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.

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

## **APPLICATION PROCEDURE**

Applicants must complete the e-Plus Support Staff application form and send it to [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) along with their CV.

Any enquiries about this position should be directed to Vanessa Rossi, HR Assistant, at [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk).

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