



# ST EDWARD'S PREP

A WISHFORD SCHOOL



## HOLIDAY CLUB ASSISTANT

## CANDIDATE PACK

# KEY INFORMATION

## Reports to: Head of PE & Sport

### The Role

This role is during school holidays only and is a 0 hour fixed term contract.

The successful candidate will have involvement in the running of holiday club sessions and overseeing activities, ensuring that they are undertaken in a fun, safe and effective manner and that relevant holiday camp policies and procedures are adhered to.

### Hours, Salary & Benefits

Holiday Club hours are 8.30am till 5pm Monday to Friday over school holidays.

This role is a 0 hour 12 months fixed term contract.

Salary: £10.00 - £12.21 per hour based on national minimum wage

Benefits:

- 5% employer pension
- Shopping discount card
- Means tested staff discount
- Complimentary lunches
- Pro rota holiday and bank holidays per annum
- Access to the group's counselling scheme
- Personal accident at work cover

We are looking for staff to join over December school holidays and other school holiday periods.

### Application Information

Applicants are invited to apply via TES and submit the school's application form online - [link here](#).

Early applications are encouraged and we reserve the right to interview prior to this date.

### Contact Details

If you have any queries, need an adjustment or would like further information, please do not hesitate to contact:

[Anrike.bryant@stedwardsprep.com](mailto:Anrike.bryant@stedwardsprep.com)

*St Edward's Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity or religion.

# JOB DESCRIPTION

## Reports to: Head of PE & Sport

### Main Responsibilities

- To establish good working relationships with staff, pupils and parents.
- On occasions act as first point of contact for parents to answer or refer enquiries providing accurate and timely responses to enquiries.
- To contribute to the planning and preparation of activities including the organisation & clearing up of equipment at the end of the sessions.
- To assist in the care, maintenance etc of toys and resources ensuring any faults or problems are reported.
- To assist in the preparation, serving & clearing away of snacks and packed lunches.
- To provide where appropriate basic first aid and record any incidents according to camp policy and procedures.
- To communicate concerns, misbehaviour and information to the Holiday Club Coordinator and/or other staff as appropriate.
- To ensure children are handed over to parents/carers at the end of the day in accordance with holiday camp procedure.
- Cleaning of equipment and facilities as required.

### About St Edward's Prep

Since 1947, St Edward's Prep has delivered high quality education to the Reading community. Originally a boys' school, it has significantly evolved, always prioritising academic achievement and personal growth within a supportive environment.

St Edward's Prep offers a safe, enjoyable setting where children develop a love of learning and the character needed to achieve their potential. We encourage pupils to commit to their futures and to contribute positively to society.

In 2021, we transitioned to co-education, welcoming girls to our Reception class and marking the departure of our last all-boys class. Despite its size, St Edward's has seen considerable growth, supported robustly by Wishford Education. This foundation ensures our continued success and evolution.

For more information please visit:  
[www.stedwardsprep.com](http://www.stedwardsprep.com)

### About Wishford Education

In 2016, St Edward's Prep School and Nursery joined the Wishford Schools Group. Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Oxfordshire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine.

For more information on the Wishford Education Group, please visit:  
[www.wishford.co.uk](http://www.wishford.co.uk)