



# Alfriston School Sports College

Penn Road, Knotty Green, Beaconsfield,  
Buckinghamshire, HP9 2TS  
Telephone: 01494 673740  
Email: office@alfristonschool.com



May 2018

Dear Applicant

**ALFRISTON SCHOOL  
RESIDENTIAL CHILD CARE OFFICER**

**PART-TIME 17 HOURS PER WEEK**

**HOURS OF WORK: Mondays 1.30pm-9.30pm, Tuesdays 3.30pm-11.00pm plus sleeping in (sleeping in allowance £28.21 per night) and Wednesdays 7.00am-9.00am.**

**Salary: Bucks Pay Range 1-2 point 6-15 (dependent on experience) per annum term time only.**

**Required to start 5th September 2018**

Thank you for showing an interest in the vacancy we have at Alfriston School. I hope after reading this information you feel able to apply for this post.

**To apply:**

Please complete the application form and write a letter of application (preferably in word) addressing each of the bullet points in the person specification.

Send the completed form and letter of application to the school, either by post or to the following email address: office@alfristonschool.com

**Closing Date:**

The Closing Date for applications is by Midday 11th June 2018

**Interview Date:**

The Interview Date will be: Monday 18th June

If you require any further information, or wish to visit the school, please contact Mrs S Thorkildsen, Office Manager on 01494 673740 or email: office@alfristonschool.com

Yours sincerely

*Jinna Male*

**Jinna Male  
Headteacher**

## ABOUT THE SCHOOL AND STAFF



Alfriston is an outstanding Special School with Sports College status for girls aged 11-18 with moderate learning difficulties and speech and language and communication difficulties, catering for around 150 girls. We became an Academy on 1<sup>st</sup> March 2012. The school has been delivering high quality education since 1950. All the pupils have a statement of special educational need and are taught in small groups with additional support. Our staff are specialist subject teachers and are experienced in working with a range of special needs and abilities.

Pupils attend Alfriston from all over Buckinghamshire and some neighbouring counties. We also have weekly boarding provision for 20 pupils.

We consider the staff team as our most valuable resource. Training and development is a high priority in the school. There is also personal support given to staff to manage the diverse and challenging work needed to support pupils with significant special needs.

At present there are 50 staff employed at the school working in the teaching, support, residential and administrative teams. We are proud of the excellent standard of education provided at Alfriston.

Our website is [www.alfristonschool.com](http://www.alfristonschool.com)

This school is committed to safeguarding and promoting the welfare of children which will be reflected throughout recruitment. The selected candidate will be required to provide suitable references and undergo an Enhanced Criminal Records Bureau (DBS) check before taking up the post.

## JOB SPECIFICATION



### **RESIDENTIAL CHILD CARE OFFICER PART-TIME**

SALARY GRADE:	Bucks Pay Range 1/2 (PT 6-15 depending on experience and qualifications)
HOURS:	Part time 17 hours Mondays 1.30pm-9.30pm, Tuesdays 3.30pm-11.00pm with a sleep in and Wednesdays 7.00am-9.00am
REPORTING TO:	Headteacher
LINE MANAGER:	Head of Care

#### **AIM**

To support the care of pupils in the residential provision.

#### **MAIN RESPONSIBILITIES**

##### GENERAL

- To uphold the standards and expectations that exist within the aims of Alfriston School and to respond positively to the physical and emotional needs of the pupils
- To work collaboratively with all the staff in Alfriston and to be actively involved in meetings and staff training where appropriate
- To maintain a safe, secure and stimulating environment for the residential pupils
- To assist in providing a planned programme of evening activities
- To contribute to the writing and monitoring of individual care plans and boarding administration records
- To record information about pupils as required and to liaise with parents when appropriate
- To assist in transporting and supervising pupils on off-site activities
- To take part in the supervision and appraisal processes which exist for residential staff

To undertake other duties and responsibilities from time to time which may be reasonably required by the Headteacher, Deputy Headteacher or Head of Care.

This job description will be reviewed annually as part of the Staff Development programme, and may be amended at any time after consultation with the Headteacher.

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## PERSON SPECIFICATION



### RESIDENTIAL CHILD CARE OFFICER

Criteria	Desirable	Essential
<b>Experience</b>		
Working in a mainstream or special school	Y	
Working with children with special needs	Y	
<b>Qualifications and Training</b>		
First aid certificate	Y	
<b>Knowledge and Skills</b>		
Able to lead teams and individuals	Y	
Able to use ICT to support teaching and learning	Y	
Understanding of promoting positive relationships within the wider school community		Y
Understanding equality and diversity issues and implications for policy and practice		Y
Ability to drive the school minibus	Y	
<b>Personal Qualities</b>		
Positive and friendly personality		Y
Good organisational skills		Y
Able to use initiative and work independently		Y
Ability to relate to young people in a positive manner		Y
Willingness to constructively challenge the work of self and others to continually improve own and team performance		Y
To show loyalty and commitment to the school		Y

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