



**Diocese of Hexham and Newcastle
in partnership with Bishop Bewick Catholic Education Trust**

**St Cuthbert's Catholic Primary School
The Green, Walbottle, Newcastle upon Tyne, NE15 8JL
Tel: 0191 2675956
www.stcuthbertsw.co.uk**

**Breakfast/After School Club Leader
20.25 hrs per week Term Time Only – worked over 5 days
Salary Grade BB04 £22,369 - £23,194 per annum pro rata, Actual £10,265 - £10,643 per annum
Permanent**

At St Cuthbert's we live and learn in faith and love, through Jesus' teachings. Our school is a place where we can grow as a family, helping each other to lead full and happy lives.

Required for appointment January 2024

The Local Governing Committee on behalf of Bishop Bewick Education Trust are seeking to appoint a Wraparound Care Club Leader for our Out of School Club Facility. The club operates from 7:30am until 8:50am and 3:15pm until 6:00pm daily during term-time.

This post is to ensure the effective operation of the Wraparound Club, overseeing all aspects of the facility's operation on a day-to-day basis. This includes:

- the supervision of Wraparound Club Assistants;
- managing the administration and planning for the service;
- the supervision of pupils attending the Club;
- provision of appropriate activities;
- securing the pupils safety;
- monitoring well-being and ensuring good behaviour.

Visits to the school are welcome and can be made by contacting the school office to arrange an appointment. Application packs are available to download from our school website www.stcuthbertsw.co.uk, all paperwork submitted by e-mail must be signed on interview day.

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will be required to obtain 'an Enhanced check for Regulated Activity from the Disclosure and Barring Service'. As this post involves working with children, vulnerable adults or dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection stage; even if you indicate otherwise.

Closing date for applications: Friday 10th November by 12 noon
Shortlisting will be held on: Tuesday 14th November 2023
Interviews will be held on: Monday 20th November 2023