



## About us:

Scotforth After School Club is a dynamic 'not for profit' social enterprise organisation providing breakfast, after school and holiday childcare primarily for the parents and carers of Scotforth St Paul's School but now also operates from Cockerham Primary school. Within our establishment our staff team organise and deliver play activities and create opportunities for children that are designed by the children and staff together.

Our empowered staff team work in partnership with Scotforth St Paul's and Cockerham Primary School, their families and the wider local community to ensure that children are offered the best possible experience during their time with us. All those involved in delivering our service work professionally supporting our environment where professional development is actively encouraged.

There is an expectation that our team of playwork practitioners will be proactive in helping to maintain the club according to the prevailing legislation and meet Ofsted standards. They will assist in planning activity programmes and implement club policies and procedures.

All members of our staff team have access to ongoing training and development opportunities and are expected to take up training in order to continually improve our service. These include staff meetings, supervisions, in house training and training days delivered via zoom or at various venues around Lancashire.

Ultimately our philosophy is that, every child should have the choice to enjoy play and learn through exploration, with support from adults who are there to facilitate and extend children's play opportunities.

**Scotforth after school Club and Cockerham Kids' Club is committed to the safeguarding of children and all employees and volunteers must by Law follow this duty of care. All of our staff & volunteers undergo a fully enhanced DBS check and references are required to assess suitability. Please refer to the 'application guidance notes' regarding disqualifications to ensure that you are eligible to apply for this post.**

## **Application Guidance Notes:**

**Please help us to conserve resources by reading the following:**

### **‘Spent’ convictions**

Because we work with children, Scotforth after school Club & Cockerham Kids’ Club is exempt from the conditions of the Rehabilitation of Offenders Act 1974 and subsequent amendments. This means that you must disclose any and all criminal convictions, and police cautions, even those which are considered ‘spent’ under the Act. Scotforth After School Club will not consider applications from people with convictions for any violent or sexual crimes. If you think that a conviction may affect your chances when applying for work with us please contact us for a discussion and further details.

**PLEASE NOTE: If you or anyone you live with has ever been disqualified from working with children then by Law you may NOT be able to work with children and therefore would not be eligible to apply for this post.**

### **Referees:**

Please provide the details of TWO people who may be approached for a reference on your application form.

- If you are employed or just finished work placement, one referee must be connected with your current employment or work placement i.e. your manager or supervisor.
- If you are at college or university, please give details of a tutor or a professional.
- A suitable second referee preferably should be a previous employer, business associate or leader/organiser of a voluntary organization.
- Family members, friends or people with whom you have any other significant relationship are not acceptable referees.
- In specific circumstances a character reference from a person of a professional standing may be accepted, i.e. from applicants who have had a substantial career break for domestic reasons, e.g. to raise a family or to provide long-term care for a dependant.
- Please indicate whether you have any objection to us calling for your references if you are short-listed for interview.
- Please note that an offer of employment may be withdrawn if suitable referees cannot be provided or contacted. We reserve the right to seek alternative references where the references provided do not meet the above criteria and to obtain further references (for whatever reason) as appropriate.
- Please provide details of sick leave for the last two years.
- This information will remain confidential and will be corroborated with your referee only if you are successful in your application.