

**Assistant Club Manaager**

School: Brunswick Primary School

Hours: Part time, 3.00pm – 6.15pm, 16.25 hrs per week, term time only (43.70 weeks per year)

Contract type: Permanent

Start date: As soon as possible

Salary band: Scale 3, £19,312 - £19.698 per annum, pro rata (actual salary £7,108 - £7,250)

Brunswick Primary School in Hove is looking for an enthusiastic and committed Assistant After School Club Co-ordinator to support the Club Manager at our busy after school club, which is run for children who attend our school.

We are looking for someone who:

* has experience of working in a school club environment
* has an excellent understanding of the needs of young children
* has a good understanding of safeguarding issues
* has experience of working with SEN children
* is able to support the Club Manager in the day to day running of the club
* demonstrates excellent communication and interpersonal skills
* has good organisational skills
* has a calm manner and a good sense of humour

Experience of supervising a team is desirable.

For further information and to request an application pack please contact Sara Keane, Brunswick Buddies Manager, Tel: 01273 711816 or email [BB@brunswick.brighton-hove.sch.uk](mailto:BB@brunswick.brighton-hove.sch.uk%20)

You may also download an application pack from our school website, clicking on the ‘Vacancies’ tab at: <http://www.brunswick.brighton-hove.sch.uk>

Brunswick Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Closing Date: 12 noon on Friday 10th December 2021**

**Interview Date: Week Beginning Monday 13th December 2021**