



Cottesmore St. Mary

Catholic Primary School

THE DIOCESE OF ARUNDEL AND BRIGHTON



Headteacher: Rachel Breen B.A. Hons.

Cottesmore St Mary Catholic Primary School wishes to appoint daily, after school, onsite provision for children from Reception to Year 6 from 3pm until 6pm.

The successful provider will ensure:

- Ofsted registration
- All health and safety, first aid and child protection / safeguarding expectations are in place. This will include a designated safeguarding lead with relevant training, designated health and safety lead with relevant training plus all staff first aid trained with relevant lead and to include some paediatric trained staff
- Staff with DBS who are employed through the safer recruitment processes
- Affordable and possibly flexible pricing
- Simple booking processes for parents, ideally online.
- Childcare vouchers are accepted
- 2 free places per night for a child in receipt of pupil premium
- Discounted rates for the children of staff working in the school between the hours of 3 and 6
- Good communication with parents and either their own website or a range of quality information that can be added to ours
- Good liaison with all stakeholders
- Adequate staffing to ensure that all parents wishing to access the club can do so without waiting lists
- Staff absence can be covered so that ratios are maintained
- Consider the option of using school based staff / those that know the children and their needs
- Possibly option of drop ins, with short term notice
- Staff who can relate well to children, with a range of needs including medical and SEN.
- Staff who create a safe and stimulating environment whilst engaging throughout
- A range of varied engaging, creative and physical activities that meet the interests and needs of all age groups (ideally no use of DVD)
- Healthy, varied snacks and drinks provided at appropriate times
- Children are collected from classes at 3.15pm and other clubs at 4.15pm
- Systems to ensure safe collections at pick up times (possibly 5pm in addition to 6pm) and monitoring of absence.
- Opportunities to provide holiday onsite clubs but not essential.
- Proven experience in other settings – we will need 2 references

A member of staff currently operates an onsite club that operates with approximately 30 – 35 children per night. The current charge is £12 from 3pm – 6pm however different charges operate for differing slots eg 4.15pm – 6pm or a 5pm pick up. Current hall letting tariff, as per our Lettings Policy, is £20 an hour.

For more information about this position, or to visit the school, please contact Rachel Breen on 01273 555811 or rachelbreen@cottesmore.brighton-hove.sch.uk

Closing date for written proposals to be sent to Rachel Breen (email above) and to include information linked to the above, is 9am Friday 17th May 2019. Interviews will take place Wednesday 22nd May 2019.

