

# The Federation of Boldmere Schools

Cofield Road · Sutton Coldfield · B73 5SD

*Our Vision: The Federation of Boldmere Schools empowers all children to embrace learning; achieve their personal best; and build their social, emotional and physical wellbeing.*

## **Busy Bodies Before and After School Club Play Co-ordinator**

**Grade 2 Scp 3 (£24,027 Full-time salary pro rata) which equates to £6,717.60 actual salary based on hours worked - £12.62 per hour)  
10.5 hours per week, term time only (see timetable of working hours)**

**Federation of Boldmere Schools, Cofield Road, Sutton Coldfield, B73 5SD  
Telephone: 0121 464 3656 - School Office/0121 464 1343 - Busy Bodies**

The Federation of Boldmere Schools are two very successful three-form entry schools comprising of Boldmere Infant & Nursery School and Boldmere Junior School. We work closely to ensure that we provide a successful educational journey for all pupils in our care.

Busy Bodies before and after school club are looking to recruit someone who is enthusiastic and energetic for their extremely successful before and after school club. If you enjoy working with children and have the ability to plan and organise games/ activities for them to engage in, we would like to hear from you! We are seeking to appoint a dedicated and self-motivated individual with the relevant experience of working successfully in an incredibly well attended before and after school club. You will become part of an effective team of staff and will receive all the necessary training required for this role.

You will be expected to work effectively within a team of fourteen members of staff to provide fun, safe and stimulating activities that support and develop children's learning, play, well-being and social skills. Our children attending this provision are absolutely wonderful, and we are certain you will enjoy working with them.

You will be expected to assist with the day-to-day running of the club, carrying out all associated tasks and duties as outlined within the job description. To be an effective member of our wonderful team of staff the successful applicant will possess excellent communication skills, be enthusiastic, creative, energetic and have a good sense of humour. We offer a friendly supportive working environment with a commitment to the continued professional development of staff.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. The successful application will require an enhanced disclosure from the Disclosure and Barring Service, and will be subject to all necessary pre-employment checks. This post is covered by part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for the role.

Informal visits to the club are encouraged and can be arranged by contacting the school office on 0121 464 3656 or Busy Bodies on 0121 464 1343. For an application pack please see the Job Vacancies of the school website ([www.boldmere.bham.sch.uk](http://www.boldmere.bham.sch.uk)). Completed applications to be emailed to: [bbishop@boldmere.bham.sch.uk](mailto:bbishop@boldmere.bham.sch.uk) or [khyatt@boldmere.bham.sch.uk](mailto:khyatt@boldmere.bham.sch.uk)

**Please note that CV's will not be accepted.**

The closing date for applications is 12:00 midday on Monday 9<sup>th</sup> December 2024.  
Interviews for successful applicants will take place on Tuesday 17<sup>th</sup> December 2024.