



Founded in 1846, St Margaret's School for Girls, the only girls' school in Aberdeen, caters for up to 400 pupils ranging in age from 3 to 18. Adapting to the needs of successive generations, our special blend of innovation, challenge and support equips girls with the ambition and skills to thrive at university and beyond. Our school is large enough to offer flexibility and choice in terms of the curriculum and extra-curricular activities, but small enough to ensure that each girl is well known within a friendly and family atmosphere. St Margaret's staff are experts in teaching girls and are committed to supporting each girl both inside and outside the classroom.

We seek to appoint a morning club support worker and lunchtime and after school care worker. Potential candidates may wish to apply for both posts or for one post only.

Morning club support worker

Job description

- Support for the Junior School from 8am - 9am.
- Shared supervision of 1J to 7J girls from 8am until 8.30am. (working with one other member of staff)
- Duties involve laying out of games/ play resources, interaction with the girls while playing, ability to administer first aid if required and supervision of girls to put away resources. If any first aid incident/ issue occurred at morning club staff would be expected to inform class teacher.
- Duties from 8.30 to 9.00 would be filing/admin duties for head of juniors. One morning a week this time would be a support staff meeting.

Hours of work

8am - 9am Monday to Friday, term-time only

Salary and benefits

The annual salary for this position will be £1,780. The successful applicant will be automatically enrolled into the school's support staff pension scheme, but will have the right to opt out. Daughters of staff who attend the school will be eligible for a 40% remission on school fees (on a pro-rata basis). St Margaret's has an Employee Assistance Programme which offers free and confidential advice on both work and personal issues.

Lunchtime and After School Care Support Worker

Job description lunchtime duties

- To help to set up the dining tables ready for lunch (setting tables/organising water)
- To supervise and support younger girls in their lunch choices and serving of salads/cold sweets/ hot soup.
- To supervise pupils in the playground and indoor rooms on wet days. Supported by one other staff member the duties would include supervising the play, interacting with the girls, ensuring their safety in the playground and administering first aid.
- To liaise / inform class teachers of any incidents/ issues in playground.

After School Care duties

- To prepare the Dining Room for After School Care session and to clear away at the end of session
- To contribute to the programme of activities
- Planning and preparation of activities
- To create a happy, purposeful atmosphere for the girls
- To ensure the health and safety of the girls
- To encourage good self-discipline among the girls, and to ensure a good standard of behaviour
- To prepare snacks for the girls
- To notify a member of the senior leadership team if any girl has not been collected
- To remain with any girl until she has been collected
- To register those girls in attendance
- To inform the Bursar if repairs or maintenance are required
- Attending staff meetings as and when required
- Attending in-service training as and when required

Hours of work

11.30 to 5.30pm Monday to Friday, term-time only with a one hour lunch break (unpaid) between 1.30pm and 2.30pm.

Salary and benefits

The annual salary for this position will be £8,998. The successful applicant will be automatically enrolled into the school's support staff pension scheme, but will have the right to opt out. Daughters of staff who attend the school will be eligible for a 40% remission on school fees (on a pro-rata basis). St Margaret's has an Employee Assistance Programme which offers free and confidential advice on both work and personal issues.

Applicants for after school care work must be registered or eligible for registration with SSSC at support worker level or be registered with GTCS.

Closing Date: Friday 9th June 2017

Start Date: Monday 21st August 2017

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Updated: May 2017