



**DOWNSEND**  
SCHOOL

March 2019

Dear Applicant

### **Holiday Club Assistant**

Thank you for your interest in the above vacancy. I am pleased to enclose a role profile for this role which gives an indication of the tasks and responsibilities involved. This can only give a list of duties, is not exhaustive and cannot convey how the play scheme operates.

Downsend Plus is a school holiday club catering for both Downsend and non-Downsend children from Reception to Year 8 and the welfare of the children is of prime importance. Holiday Club Assistants should be lively and enthusiastic and are expected to work in a calm, welcoming yet disciplined manner, supporting the play scheme's ethos, policies and procedures, and safeguarding and promoting the welfare of the children.

We are proud of the happy atmosphere that exists within the play scheme and successful applicants would be required to maintain a friendly, well-organised approach to their job and to co-operate fully with other members of staff for the welfare of the children in the play scheme. The post will be demanding but rewarding. Successful applicants will need abundant enthusiasm and commitment.

The role profile gives an indication of the tasks and responsibilities involved in this role but can only give a list of duties and cannot fully convey how the school works. Therefore, if you would like further information about the role and responsibilities, please contact me on 07909 861280 or [downsendplus@downsend.co.uk](mailto:downsendplus@downsend.co.uk) and I will be pleased to discuss it with you.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK). It is also essential and a mandatory condition of your employment that you undergo criminal, police or embassy record checks (as appropriate) from all countries, outside of the UK, where you have lived and/or worked for 3 months or more in the last 10 years or where you have completed your teacher training (or relevant teaching qualifications) (if not in the UK). Please note that checks are not required prior to the age of 16.

The closing date for applications is **Monday 25 March 2019**. We look forward to receiving your application, either by post addressed to Rebecca Peek, Downsend Plus, Downsend School, 1 Leatherhead Road, Leatherhead, Surrey, KT22 8TJ or by email to [downsendplus@downsend.co.uk](mailto:downsendplus@downsend.co.uk). Please include a covering letter explaining why you consider yourself suitable for the post. You may also send a CV if you wish, but this must be in addition to the application form, not instead of it.

Candidates will be contacted promptly by email and/or telephone if they have been selected for interview. It is normal practice for references to be obtained prior to interview should candidates be short-listed. Any issues arising from references will be discussed at interview. All candidates will be informed of the outcome of their application.

Yours sincerely

**Rebecca Peek**  
**Downsend Plus Leader**

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Email: [downsendplus@downsend.co.uk](mailto:downsendplus@downsend.co.uk)