



Learning and friendship go hand in hand

Ringway Primary  
Guidepost  
Choppington  
Northumberland  
NE62 5YP

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Mrs H E Scott  
Headteacher

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## **AFTER SCHOOL CLUB VACANCY**

**Monday to Friday 3.30 – 5.30 (10 hrs per week) term time only**

**Closing date Friday 12<sup>th</sup> July 2019**

**Start date 3<sup>rd</sup> September 2019**

### **Duties to include:**

1. Supervise pupils in the hall or outdoors, depending on activity and size of group.
2. Ensure the maintenance of good order and discipline.
3. Deal with accidents and incidents in accordance with school procedures.
4. Clean up spillages as necessary.
5. Take a register.
6. Collect after school club money from parents.
7. Prepare a light snack.
8. Encourage children to play and interact with one another.
9. Order food when necessary. Suggest and order resources for pupil activities.
10. Other duties appropriate to the nature, level and grade of the post.

**If you are interested in this post please ask at the office for an application form.**



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Mrs Hazel Scott

Head teacher