



St. Peter's Catholic Academy

"Together, One Family, One Community in Christ" Waterloo Road,

Cobridge, Stoke-on-Trent ST6 3HL

Telephone: 01782 235040

Care Club Assistant

September Start

Permanent Position for 20 hours (7:45am - 8:30am & 3:00pm – 6:15 pm Monday- Friday)

£11,192 - £11,631 Actual Salary

A job share will be considered, we are flexible if applicants can only do specific days or only some afternoons, you also can apply for afternoons only. Please email any queries.

The Principal and Governors at St Peter's Catholic Academy (**rated 'Outstanding' in all areas with 'exemplary' behaviour, Ofsted October 2024**) are looking to appoint a passionate and motivated Care Club Assistant to work amongst our school's enthusiastic and committed staff team.

The successful candidate will:

- Demonstrate a professional and respectful approach to both children and adults
- Have good interpersonal and communication skills
- Interact well with children (playing games, craft ideas, indoor and outdoor play)
- Be creative and imaginative (planning activities)
- Promote and safeguard the welfare of children you are responsible for or come into contact with
- Support and maintain positive links between home and school by making parents feel welcome
- Support the setting up and clearing away of **before and** after school club equipment and preparing snacks
- Be responsible for ensuring that care club equipment is hygienically maintained
- Provide care and supervision for pupils
- Completion of statutory records

The post is term time only.

Visits to school are encouraged – you are more than welcome to visit us to meet our wonderful team and learn more.

Why St. Peter's Catholic Academy?

Our school motto is 'Together, One Family, One Community in Christ' – this ethos is lived and breathed by at St Peter's who work together to create a friendly, welcoming atmosphere in which our children can thrive and grow. In our recent Ofsted inspection, the school was graded as 'outstanding' in all areas and pupil behaviour was described as 'exemplary' and pupils 'learn the importance of respect very quickly' (Ofsted, October 2024).

Our staff are passionate about doing all we can to better the lives of the children in our care, as well as investing in developing our staff so that all at St. Peter's are happy and flourish.

An exceptional culture of safeguarding and nurture:

St. Peter's Catholic Academy is committed to the safeguarding and welfare of our children and young people and we would expect anyone joining our team to share this commitment. All staff work closely together to provide a supporting and nurturing environment where every child matters.

What can we offer?

- A welcoming and friendly school with motivated, well behaved and happy children
- Dedicated and committed team members
- A supportive governing body
- A strong commitment to your professional development
- A positive environment in which to develop your own ideas and initiatives

Application forms are available to download from the school website (Vacancies)

www.stpetersnewman.co.uk

To apply please complete the following documents:

- Support Staff Application Form
- Recruitment Monitoring Form
- Rehabilitation of Offenders Act 1974 – Disclosure Form

To request an application pack and arrange a school visit, please contact Miss. S. Caton (Academy Manager): 01782 235040; email: scaton@stpetersnewman.co.uk

Application packs can also be downloaded from the school website- [St Peter's Catholic Academy - Vacancies \(stpetersnewman.co.uk\)](http://www.stpetersnewman.co.uk)

Closing Date: **12pm** on Friday 7th November

Interviews will be held week commencing: WC 10th November

The Newman Catholic Collegiate will be merging with The Painsley Catholic Academy (which will be called St Gabriel the Archangel Catholic Multi Academy Trust (St Gabriel)) on 1st November 2025. This means that as of that date, all The Newman Catholic Collegiate employees will TUPE over to St Gabriel on their existing pay and conditions. This is a very routine process and is being done in full consultation with staff, HR advisors and unions. Should you have any concerns about this, please get in touch.

DBS Checks

This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions)

Amendment Order 1986 and, as such, it will be necessary for a Submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions. Click [here](#) for further information.

Asylum and Immigration

To comply with Asylum and Immigration legislation you will be required (if appointed) to provide one or more documents from the Immigration Act 2006 - List A and B. You must provide proof of current and valid permission to be in the United Kingdom and valid permission to do the type of work offered. Further information is available at: www.bia.homeoffice.gov.uk/employers/

