



Cedarwood Primary School

Headteacher: Mrs T Shute

Dear Applicant

Senior Play Leader Vacancy

Thank you for your interest in joining the Cedarwood Team. We are looking for a friendly and efficient Senior Play Leader with excellent communication and organisational skills to join our excellent lunchtime Play Leader team. Duties will include; organising the lunchtime Play Leader rota, acting as a first point of contact for Play Leaders, supporting the Play Leader team in creating a positive lunchtime experience for the children and supporting the Play Leader team to ensure that school policies and procedures are followed. The successful candidate will need to be flexible, able to work under pressure and able to adapt to the ever-changing demands of the school day. Ability to maintain good humour and an unflappable nature are essential. Please see the enclosed job description for full details.

For an application pack and further information about our school, including key school policies such as safer recruitment and child protection and safeguarding, please visit the school website: <https://www.cedarwoodprimary.org.uk/suffolk/primary/cedarwood>.

The position is for 10 hours per week, Monday to Friday, term time plus non-pupil days (39 weeks per year). The hours will be worked as 2 hours per day over the lunchtime period, with core working hours of 11.15am to 12.45pm plus an additional 30 minutes which can be worked flexibly to fulfil all aspects of the role, including the requirement to act as first point of contact for Play Leaders unable to attend work and organisation of the lunchtime rota. Please note, this is a new position and working hours will be kept under review therefore, candidates will need some flexibility to accommodate any future adjustment to hours. The rate of pay is from £5326 to £5505 per annum, depending on experience (full time equivalent £23,114 to £23,893).

Cedarwood Primary School implements a rigorous child protection and safeguarding policy and the staff and governors are committed to safeguarding and promoting the welfare of children. We operate a safer recruitment procedure which includes safeguarding checks in line with the latest Keeping Children Safe in Education guidance. It is an offence to apply for the role if you are barred from engaging in activity relevant to children. Please note that all posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. Please see the declaration section of the application form for further details including details of exceptions.

Only those candidates who fulfil the job criteria will be short-listed. The interviews will be conducted by a panel and will contain a 'personal' section where suitability for working with children will be explored. We are an equal opportunities employer.

To apply for the post, please complete an application form and return to the school at the address below or email to applications@cedarwoodprimary.org.uk by 12pm on Monday 16th September. Please note that the deadline may be brought forward if sufficient applications are received. If you have any queries or wish to discuss the role, please telephone the school office on 01473 612981 or email applications@cedarwoodprimary.org.uk. We look forward to receiving your application.

Kind regards

Kath Smith-Howell

School Business Manager