



Cheadle Hulme School

After Hours Supervisor

Applicant Information pack



Thank you for considering the role of After Hours Supervisor at Cheadle Hulme School



Cheadle Hulme School

Why CHS?

Cheadle Hulme School has built a reputation as one of the region's most modern, relevant and dynamic schools, with 1,600 students aged 3-18. But CHS is more than just a school; it is a thriving, co-educational community, with a strong sense of our history and values.

We believe a successful **educational experience** involves more than pupil and teacher; it involves a broad network of people who each contribute to the development, growth and experience of the individual.

As such, our staff are our greatest asset, and the key to our success. We want to attract and retain the best, provide them with encouragement, stimulus and ensure that they feel valued as an integral part of the school community.

Our Values

Through an active, academic and altruistic curriculum, our pupils are provided with opportunities to help them make the very best of their journey at CHS.

At the centre of their **CHS experience** lies a set of core values instilled in all members of our CHS community:

- Integrity
- Endeavour
- Resilience
- Compassion
- Contribution

Our campus and location

Located ten miles south of Manchester, Cheadle Hulme School is set in 83 acres of countryside with fine historical Victorian buildings.

Take a drone tour of our beautiful campus, or have a look inside the buildings on our virtual tour with former student Oscar, [here](#).

Manchester has a history of and commitment to ambition, creativity and a thriving knowledge economy. In 2016 Manchester was named by The Economist Intelligence Unit as among the world's 50 most liveable cities ahead of London, New York and Rome. Public and private sector investment has transformed the area and will continue to open new economic and leisure activity opportunities. There are excellent transport links including Manchester Airport and frequent trains to London, only two hours by rail. The Peak District, North Wales and Lake District are easily accessible, as are an array of cultural and sporting activities.





- THE - GREEN PLAN

As a school, we have a central role to play in educating our entire community about the importance of environmental sustainability. In an ever changing world, we are committed to minimising the impact of school life on our environment, and supporting the global efforts to save our planet.

Through our 'Green Plan' we aim to educate and empower our community to make positive changes, and our aspiration is to be **Carbon NetZero by 2030**.

To ensure we achieve this, by September 2022 we have committed to:

- Replacing all lighting with the latest generation LEDs.
- Focussing on food waste and litter through a targeted campaign around Reducing waste, Removing litter and Recycling as much as we can.
- Beginning the creation of a physical 'Green Path' and Forest School for Junior School pupils. This Green Path represents the start of a longer journey, with immediate benefits for wellbeing, mindfulness and education.
- Wildflower planting, rewilding areas, and planting 60-80 new sapling trees on our estate.
- Working with our contractors to understand and measure their environmental impact as they deliver the support we require.
- Establishing a School-wide Eco Committee which has input from staff and students.



The CHS Package

We value all staff in our CHS community and offer a wide range of benefits, support and wellbeing initiatives. For our Professional Services staff this includes:

- Fitness facilities and clubs including:
 - Free on site fitness suite, with dedicated staff opening times
 - Free on site swimming pool, with dedicated staff opening times
 - Subsidised staff yoga sessions
 - Staff football team
 - Walking routes around our 83 acre site
- Generous employer pension contributions
- Cycle to work scheme
- Free on site parking
- Free access to our Employee Assistance Programme, providing confidential counselling, advice and referrals to staff on a wide variety of work and personal issues, 24/7
- Private healthcare
- Remission of Senior School fees





What you'll be doing

As the After Hours Supervisor you will provide after hours supervision for Senior School students (aged 11 – 18) working in the School library.

Reporting to the Head of learning Resource Centre, your responsibilities will include:

- Supervising children from 3.45pm until 6pm;
- Ensuring the signing-in and out system is properly used;
- Being a point of contact for parents in case of queries;
- Liaising with parents on general issues surrounding After Hours Supervision;
- Inputting medical information on iSAMS if required.
- Administering First Aid if required;
- Liaising with Deputy Heads/Line Managers in case of emergency;
- Taking responsibility for issuing library books and laptops during the 3.45pm to 6pm period;
- Ensuring the Library is left in a tidy state at the end of the day and that the computers are switched off.





Your skills and experience

We are looking for someone who is personable and enthusiastic to join the team, and the following skills would be advantageous.

Skills:

- Excellent interpersonal skills
- Ability to use initiative and be proactive
- Ability to maintain discipline and a purposeful working environment with groups of students across the age range;
- Ability to work positively as part of a team;
- Willingness to utilise the School Reward and Sanctions procedure when in the presence of students;
- Ability to display patience, tact and diplomacy when dealing with a variety of situations;
- Ability to maintain confidentiality and handle such information sensitively;
- The ability to resolve conflicts in a sensitive manner.

The details

This role follows the below shift pattern, during term time only:

Week 1:

Tuesday: 3.45pm-6pm

Thursday: 3.45pm-6pm

Week 2:

Tuesday: 3.45pm-6pm

Wednesday 3.45pm-6pm

Thursday: 3.45pm-6pm

This salary for this role is £10.51 per hour.



The Application Process

A completed Application Form, available from [our website](#), is to be submitted by 8am on Monday 06 June 2022 to the Human Resources Department:

Phone Number: 0161 488 3330

Email: HumanResources@CHSchool.co.uk

Postal Address: Cheadle Hulme School, Claremont Road, Cheadle Hulme, Cheshire, SK8 6EF

Unfortunately, if you have not heard from the School in response to your application by 13 June 2022, you will not have been shortlisted for interview.

Cheadle Hulme School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All appointments at Cheadle Hulme School are subject to clearance by the Disclosure & Barring Service and to identity and qualification checks.

Cheadle Hulme School is an equal opportunities employer and values a diverse workforce; we welcome applications from all sections of the community.

Registered Charity Number 1077017 for the education of children.



Cheadle Hulme School

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