



The Grove Primary School

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SGB VACANCY

AFTERCARE ASSISTANT

The Grove Primary School is a leading co-ed public school in the Western Cape, founded on the three pillars of excellence, affordability and diversity.

The SGB of The Grove Primary School invites applications for the following full-time permanent position:

The Grove is looking for an Aftercare Assistant to join its Aftercare programme from 1 May 2023. This is an exciting opportunity for a dynamic individual to be a part of a hardworking and energetic team.

The successful candidate will be required to supervise students from Grade R to Grade 7 on a daily basis. Working hours are from 12h00 to 17h30 termly and holiday care hours are 08h00 to 17h30.

REQUIREMENTS AND RESPONSIBILITIES FOR THE POSITION:

- A relevant qualification would be advantageous : ECD Level 5
- A Police clearance certificate.
 - Take responsibility for the care and safety of our children
 - Conduct diligent and responsible monitoring of all students at the aftercare
 - Supervise all activities to ensure safety at all times
 - Run daily activities for the children according to our educational approach
 - Liaise with parents
 - Participate in relevant professional development
 - Manage behaviour of learners according to The Grove Code of Conduct
 - Help to maintain a neat and organised aftercare area
 - Report to supervisor any problem which may occur with the children
 - Participate in dismissal procedures at the end of aftercare, ensuring that each child leaves with the appropriate adult
 - Ensure a professional, friendly and cordial relationship the both learners and parents
 - Work with other staff members to form a positive, supportive team atmosphere

- Perform additional duties as assigned by the School Leader according to the school's needs
- Aftercare Assistants are supported by the Aftercare Manager, who partners with them in their growth journey – providing feedback and coaching.

APPLICATIONS SHOULD INCLUDE:

Full CV

Certified copy of qualification.

Names of two contactable references

This is a full-time permanent position.

Closing Date: Tuesday 11 April 2023.

Should you not be contacted by 26 April 2023 please consider your application unsuccessful. *The Grove is committed to providing equal opportunities and preference will be given to applicants from a previously disadvantaged background. The Grove SGB reserves the right to contact applicants about future job vacancies and/or recruit for similar posts that become available within a reasonable period of time.*

Please visit our website www.thegrove.co.za for more information and to submit an application. A letter of application, Curriculum Vitae and two reference letters must be included. In the subject line of your email please clearly state the position for which you are applying.