



# **JOB VACANCY**

## **Fun Track Co-ordinator - 17.5 hrs per wk**

The applicant will coordinate the Fun Track Out of School Club and will be responsible for planning and implementing all the activities and undertaking the paperwork for the club. The applicant must be able to multi-task, work on their own initiative, be organised, professional, have good communication skills and have an excellent understanding of Safeguarding.

The role involves planning all Holiday Club activities, liaising with parents, managing registers/Chronologies/targets/Interventions, collecting the children from school, preparing Risk Assessments, keeping the children engaged and happy, and ensuring we uphold professional and excellent practices.

The position is 17.5 hrs a week 2.30pm – 6pm during term-time, and will be flexible to the needs of the service during school holiday periods.

There may be an opportunity for occasional overtime due to the needs of the service, working within the Nursery settings.

The role will require an enhanced DBS certificate and First Aid Training. It would be desirable for the candidate to have previous experience, but not essential.

**If you would like to apply, please send a CV and covering letter explaining why you would like the position, to [info@LittleVillageLearners.com](mailto:info@LittleVillageLearners.com)**

**Closing date – 27<sup>th</sup> January 2025**