



✨ **Extended Schools Leader – Breakfast & After School Club** ✨

Start Date: Tuesday September 2nd 2025

Hours: 7:30–8:50am and 3:00–6:00pm (Term Time Only)

Grade E: SCP 6 - 9

Location: Northstead Community Primary School

Closing Date: Wednesday 25th June 2025

Interviews: Week commencing 30th June 2025

Are you a creative, enthusiastic individual with a passion for working with children?
Are you ready to lead a dynamic team and make a real impact at the start and end of each school day?

We are looking for a dedicated **Extended Schools Leader** to take charge of our **Breakfast Club** and **After School Club**. This is a fantastic opportunity to lead a well-loved part of our school community, offering a safe, stimulating and nurturing environment where children can play, explore and enjoy time with friends beyond the classroom.

Your Role Will Include:

- Leading a team of staff to deliver a high-quality, engaging provision before and after school.
- Planning and overseeing a varied programme of creative, fun, and inclusive activities.
- Ensuring the safety, well-being and enjoyment of all children in your care.
- Creating a welcoming, calm start to the day and a fun, supportive end to the school day.
- Liaising with parents, carers, and school staff to ensure strong communication and consistency.
- Completing accurate administrative work in relation to the club

We're Looking For Someone Who:

- Has experience working with children in a playwork, childcare or education setting.
- Can confidently lead a team and inspire others with positivity and initiative.
- Brings creativity, energy, and warmth to every session.
- Is organised, proactive, and committed to safeguarding and child development.

We Offer:

- A supportive school community and senior leadership team.
- A friendly, experienced staff team to work alongside.
- Opportunities for training and professional development.
- A chance to shape and grow our extended schools provision.

Come and be part of something special – helping children start and end their school day with a smile!

To Apply:

Please complete the application form available on our website and return it to Jo Mainprize (Business Manager) by midnight on Wednesday 25th June 2025.

Northstead Community Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Please see the job description and person specification below:

Post title:	Play Leader / Before or After School Club Supervisor (delete as appropriate)
Grade:	E
Responsible to:	Headteacher
Staff managed:	Playworkers/ before/after school club assistants (delete as appropriate)
Directorate:	Children and Young People's Service
School name:	
Job family:	E - Education/School
Date of issue:	August 2023

Safeguarding Statement

- The out of hours school club provides a safe environment for children prior or after school, and encourages health eating and creative play opportunities.
- Enhanced DBS clearance is required for this post

Job Purpose:

The core focus of this job is to ensure the provision of high quality out of hours school provision for children, within a positive, safe & happy environment. The post holder will do this by organising and providing an appropriate range of activities and food. Take a lead role in running the club.

Operational Management:

- Maintain a register of children
- Prepare and provide a healthy Breakfast/snacks/refreshments to the children following food hygiene practices, and clean up afterwards
- Prepare and set up room
- Administer basic first aid as required
- Undertake the personal care of children as required, including toileting, dressing, sickness
- Ensure the children and young persons are supervised at all times
- Contribute to the development of club policies, procedures, aims and objectives
- Promote the club by creating promotional displays
- Ensures the equipment is maintained and stored appropriately

Communications	<ul style="list-style-type: none"> • Close liaison with parents, colleagues, pupils • Encourage parental involvement and support • Promote healthy eating • Report on the progress of the club and any issues of concern to school leadership team
Partnership and Corporate Working:	<ul style="list-style-type: none"> • Communicate with school staff, parents and children/young people as appropriate
Resource management/ Buildings and Infrastructure:	<ul style="list-style-type: none"> • Collect monies from parents as required and record accurately • Responsible for the purchase of resources, including food/drink & equipment • Ensure the building is safe and secure for the children and young persons at all times • Encourage, lead and support a team of playworkers/assistants ensuring good performance all the time • Address performance or conduct issues promptly • Provide induction and training to new staff members • Ensure the building is safe and secure for the children and young persons at all times • Ensures play equipment and materials are properly used, maintained and stored and report any damages to the Playleader/Supervisor
Systems and Information:	<ul style="list-style-type: none"> • Maintain accurate records as required, to include completion of accident book, register of child's attendance, up to date emergency contact details
Planning and Organising:	<ul style="list-style-type: none"> • Take a lead role in the planning of a variety of safe, creative and appropriate play opportunities • Monitor and evaluate the effectiveness of the club
Safeguarding:	<ul style="list-style-type: none"> • Responsible for promoting and safeguarding the welfare of the children and young people. • Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them.
Health and Safety:	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment. • Ensure the safety of all children in the event of a fire/drill or other emergency • Ensure all accidents and emergencies are dealt with according to the policy

Person Specification:

Essential	Desirable
Knowledge and Experience <ul style="list-style-type: none">• An understanding of and commitment to the provision of good quality childcare• An understanding of food hygiene rules• Health & safety knowledge, including lifting and handling and fire prevention• A sound understanding of safeguarding procedures• Knowledge of healthy eating• Some experience of working with children in a play work or educational setting• Significant experience of working with children in a play work or educational setting• Experience of keeping records, including financial records	<ul style="list-style-type: none">• Knowledge of school policies and procedures• Knowledge of child development & learning processes• Staff supervision experience
Occupational Skills <ul style="list-style-type: none">• Ability to plan, deliver and evaluate safe activities relevant to the age of the children• Organisational skills• Ability to work on own initiative and use common sense• Ability to communicate effectively with parents and colleagues, verbally and in writing• Ability to maintain confidentiality• Ability to work effectively in a team• Committed to continuing professional development• Emotional resilience• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Behaviour management skills• ICT skills• Ability to lead a small team	
Behaviours <ul style="list-style-type: none">• link	
Professional Qualifications <ul style="list-style-type: none">• Recognised childcare qualification at level 3 or equivalent• Current first aid certificate	<ul style="list-style-type: none">• Food Hygiene certificate
Other Requirements <ul style="list-style-type: none">• DBS clearance	