



**Candidate brief for the position of
After School Care Assistant
Orchard Way Primary School**

Application Deadline: 12noon on Monday 6th July 2026

Orchard Way Primary School is part of Lumero Educational Trust





Dear Applicant,

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, Orchard Way Primary School, the role and the person we are looking for.



As a Trust, we comprise eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon our students, helping to shape their future.

This post is available from September and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

Yours sincerely

Terry Millar
Chief Executive



Our Schools



BIGGIN HILL
PRIMARY SCHOOL



BULLERS WOOD
SCHOOL FOR BOYS



BULLERS WOOD
SCHOOL FOR GIRLS



CHARLES DARWIN
SCHOOL



CHELSEFIELD
PRIMARY SCHOOL



CHISLEHURST
SCHOOL FOR GIRLS



DARRICK WOOD
JUNIOR SCHOOL



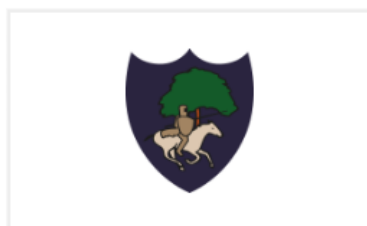
GREEN STREET GREEN
PRIMARY SCHOOL



THE HIGHWAY
PRIMARY SCHOOL



ORCHARD WAY
PRIMARY SCHOOL



TUBBENDEN
PRIMARY SCHOOL



PRATTS BOTTOM
PRIMARY SCHOOL



Orchard Way Primary School

Our school is filled with enthusiastic students, dedicated teachers, and supportive staff members who work tirelessly to create a positive learning environment for all. We believe that education is a partnership between home and school, and we are excited to have you join us in this journey.

We are an inclusive school and work very hard to provide the right educational environment for all pupils. We also have a clear behaviour policy which parents and children are aware of. I firmly believe that children should be afforded a safe, nurturing environment where they feel comfortable to take risks, confident to speak out and listened to when they want to give their point of view. We know that when children feel safe and secure, and have the right mind-set, they are more able to tackle the curriculum, learn to the best of their ability and truly flourish in their primary education.

The Role

Start Date:	1 st September 2026
Working Pattern:	Part Time - Permanent Position 15 hours per week Monday to Friday 3pm-6pm 38 weeks per year
Salary:	NJC Scale 1 p.2 (FTE £28,221) Actual pro-rata salary: £10,020.42 per year (salary is paid in equal amounts over twelve months)
Place of Work:	Orchard Way Primary School Our schools



At Lumero Educational Trust we have a strong focus on building a diverse and inclusive environment for all staff and the wider school community. We are a Disability Confident Committed Employer and champion inclusion beyond legislation. We welcome applications from all qualified applicants.

We are seeking to appoint an enthusiastic and inspirational colleague to join our dedicated team of support staff to work under the guidance of the Club Leader to provide child care for pupils attending the After School Wraparound Care Provision.

Please refer to the Job Description and Person Specification for this post.

The successful candidate will be caring, patient, supportive and demonstrate a passion for promoting our children's well-being and independence. We are looking for team players with a good sense of humour to join our friendly school.

We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.

Application Process

How to apply

Applicants should complete the trust's application form and submit it to HRPrimaries@iniciotrust.org by 12noon on Monday 6th July 2026.

Interview Process

Candidates will be shortlisted, and successful candidates will be interviewed on Monday 13th July.

- Suitable applications will be shortlisted for interview as quickly as possible.
- If you are successful, you will receive an email inviting you to attend for an interview. We may also contact you by phone. It is therefore important that you give us a daytime telephone number and an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.
- If you require any assistance in attending an interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.



Candidates called to interview will:

- have an opportunity to meet with staff.
- be expected to conduct a task/activity to test areas required as per the person specification.
- attend a panel interview.

Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK.
- Complete a Medical Declaration and receive fitness to work.

Safeguarding and Equal Opportunities

The Trust (LET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to a satisfactory Enhanced Disclosure and Barring Service check as well as references.

LET is committed to promoting and building a diverse and inclusive climate by extending diversity and inclusive awareness throughout our community. We aim to build and sustain a diverse and inclusive community where all individuals are appreciated and respected.

LET is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.



Job Description and Person Specification

Job Title:	After School Care Assistant
Location:	Orchard Way Primary School
Reporting to:	After School Care Lead
Grade:	NJC Scale 1 (FTE £28,221)

Main Purpose

To work under the guidance of the Club Leader to provide child care for pupils attending the After School Wraparound Care Provision.

SUMMARY OF RESPONSIBILITIES AND DUTIES

- ☐ Organise the preparation of food and cleaning away and washing up when required.
- ☐ Assist in ensuring that the children are safe at all times and drawing attention to the supervisor of any likely causes of danger.
- ☐ To attend training sessions occasionally, if required, at a mutually agreed time and date.
- ☐ On arrival at the session, conduct a quick check on the conditions of the areas to be used by the club for that session's activities. Make safe any hazards noticed and make a note for the caretaker of the items requiring attention and inform the Club Leader.
- ☐ To inform the Club Leader and/or Head immediately of any incident which could be detrimental to the wellbeing of any child within the club's care.
- ☐ Ensure that a range of activities is provided, co-ordinated and evaluated. Instigate child centred play in a structured environment and relaxed atmosphere, maintaining overall quality of care.
- ☐ Record and inform the parent of any incident or accident (and action taken), relating to their child, which has occurred during the session. Obtain the parents signature to confirm that they have seen the incident report. Inform the Club Leader and/or Head of any recurring or major incidents or accidents.
- ☐ Ensure that the Trust's equality of opportunity policy is implemented and that careful thought is given to providing a non-discriminatory environment.
- ☐ Ensure that all school policies (for example on discipline) are adhered to.
- ☐ At the end of the session ensure all club equipment is cleared and locked away leaving the building clean, tidy and secure.
- ☐ Set menus for healthy and nutritious snacks.
- ☐ To regularly check the medical/allergies list, ensuring you are adequately prepared to care for and accept a child into the group.



- ☐ Any child protection issues to be reported as per Trust's procedures.
- ☐ To offer ideas and participate in the planning and implementation of a varied activity programme. This will involve offering a weekly activity, e.g. arts and crafts/physical/cooking.
- ☐ Undertake any duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Before and After School Club provision.

Contacts and Relationships

Provide to children, parents and other staff, the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

Safeguarding

All staff are expected to be committed to safeguarding and promoting the welfare of children and young people.

PERSON SPECIFICATION

SKILLS AND ABILITIES

Ability to relate well to children and adults.

Ability to lead and work constructively as part of a team.

KNOWLEDGE

Have an understanding of child development and how children play.

Knowledge of relevant policies, codes of practices and relevant legislation i.e. OFSTED, Health & Safety, First Aid.

Have an understanding of how to plan and organise activities for children to play

EXPERIENCE

Experience of working with children of relevant age.



Experience of working with children who may have additional needs.

QUALIFICATIONS

Equivalent to NVQ Level 2 in Early Years/Play-work/Teaching Assistant are desirable.

Experience of working within a childcare setting is desirable.

First Aid Certificate (willing to acquire certificate).

Food Hygiene (willing to acquire certificate).

This job description is not exhaustive and may be reviewed at any time after due consultation with the post holder.

For any additional queries please contact: HRPrimaries@iniciotrust.org

Lumero Educational Trust

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Website: www.Lumerotrust.org