



A place where everyone matters

Recruitment Pack

After School Play Worker

Advert Reference: SPS 25-26 (04)

Closing Date: Friday 21st November 2025 @ 9.30am

Interview Date: Monday 1st December 2025

Headteacher: Mrs Fiona Kirkwood

This school is committed to safeguarding and promoting the welfare of all our children and expect all staff and volunteers to share this commitment.

Thank you for expressing an interest in joining our school. The enclosed application pack contains a number of documents providing background information about our school and the vacancy that we are advertising. We hope you will find this information useful and we look forward to hearing from you.

Making an Application	Interview and Selection Process (continued)
Application Form If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc.). You will note that we require details of two referees, one of which must be your current or most recent employer. CVs are not accepted as part of the application process. Supporting information This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet. Please remember to sign the declaration on the final page of the application form. For teaching posts: in addition to the application form, please submit a formal letter of application (up to 2 sides of A4) detailing your experience of teaching and learning and the impact your contribution will make in terms of raising standards at our school.	disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail. We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.
Interview & Selection Process Those candidates who meet all the requirements for the post will be short-listed and details of the interview programme will be confirmed in writing. As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. Under the Equality Act, we are legally required to consider making reasonable adjustments to ensure that disabled people are not	Induction and Continuous Professional Development The head teacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment, the head teacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations. You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications such as NVQs.
	Pre-employment Checks References If you are short-listed, we will normally take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before any appointment is made. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. If you are not currently working with children but have done so in the past, one reference must be from the most recent place where you worked with children. Copies of references, or references that are addressed “to whom it may concern”, will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

Pre-employment checks (continued)	School Policies
(DBS) Disclosure & Barring Service Employment at this school is subject to an enhanced check with the DBS. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment. Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of any convictions that are unspent or not 'protected'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the www.gov.uk website. Unspent and unprotected convictions may not necessarily make you unsuitable for appointment. Prohibition checks (teachers only) Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a teacher is not prohibited from teaching by the NCTL or its predecessor, the GTC. Validation of Qualifications All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies. Right to Work in the United Kingdom Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.	Child Protection This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy. Whistle Blowing We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues. Code of Conduct and Personal Behaviour The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and pupils. The head teacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Agency. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school. Equal Opportunities We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their protected characteristics which include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Full details of all these policies are available in school.

Welcome Message

A very warm welcome to Summerfield Primary School from Mrs Kirkwood, Headteacher.

At Summerfield, **children are at the heart of everything we do**. Their happiness, well-being, and success are our highest priorities. We are proud to be a school where every child is valued, nurtured, and encouraged to reach their full potential.

Our core values—**Respect, Care, and Potential**—guide every aspect of school life. These values shine through in our relationships, our teaching, and the positive choices our children make every day.

We offer a **broad and exciting curriculum** that inspires curiosity, creativity, and a love of learning. Our dedicated staff work tirelessly to ensure that every child, regardless of age or ability, is supported and challenged to thrive.

We believe that strong partnerships with parents, carers, and governors are key to our success. With our **open-door policy**, we welcome communication and collaboration, working together to create a warm and inclusive school community.

We hope our website gives you a sense of who we are and what we stand for. If you'd like to see Summerfield in action, please don't hesitate to contact our office—we'd be delighted to show you around.

Together, we make Summerfield a place where children flourish.

Our Schools Ethos and Values

At **Summerfield Primary School**, our core values—**Respect, Care, and Potential**—are at the heart of everything we do. These values guide our relationships, shape our teaching, and influence the positive choices our children make every day. We are committed to providing an **inclusive, holistic, and high-quality education** for every child. Our school is a place where children feel safe, supported, and inspired to grow—academically, emotionally, and socially.

What We Strive For

Our caring and dedicated staff work together to ensure that every child at Summerfield:

- Develops **secure emotional health and well-being**
- **Enjoys learning** and feels **happy and safe** at school
- Builds their **intelligence and curiosity**
- Learns to **make informed, thoughtful decisions**
- Has opportunities to **lead and collaborate** as part of a team
- **Appreciates and celebrates cultural diversity**

We believe that when children feel valued and empowered, they thrive—not just in school, but in life.

About the School

The school first opened in the early 1950s as Intake First School and had just three classes! It was known as 'Little Intake'. Over the years it grew and is now a 1-form entry primary school with seven classes. The school caters for 210 children aged 5 to 11 and has a 39-place nursery for morning, afternoon, flexible or additional sessions. Much of the school was rebuilt in 2003 and the older part of the school refurbished.

The school provides a spacious and attractive environment for learning. Years 5 and 6 have their own separate classroom block and in the main building, as well as the other classrooms, we have a lovely Library, Computing Suite, Sunflower Base, Zen Den and Offices. Years 3 and 4 have their own small group area and Year 2 have the largest classroom in the school with an enormous 70 square metres.

We have a large hall as well as extensive playgrounds, a playing field, forest area, a pond, planting beds and a wildlife garden with a growing orchard. The playground has benefited from improvements, including playground markings, permanent goals/nets, playtime toys, a tyre park, a trim trail, a quiet reading area and a covered way for shelter in all weathers.



Summerfield Primary School

Advert – After School Play Worker

Job Reference: SPS 25-26 (04)

Start Date: January 2026
Contract Type: Permanent Position - Term Time Only (38 weeks),
Hours: Part Time, 10 hours per week,
Monday to Friday 3.15pm to 5.15pm (*There will be a 6-month probationary period*)

Salary: C1/SCP12
Actual Salary
Under 5 years' service – Annual £6,477.83 (monthly £539.82)
Over 5 years' service – Annual £6,593.77 (monthly £549.48)

About Summerfield Primary

At Summerfield, we are committed to helping all pupils thrive both in learning and in life, overcoming any barriers that may stand in their way. Every member of our staff team plays a key role in this mission.

We are proud of our nurturing, holistic approach to education, which supports every child's development. Our strong partnership with parents and carers helps ensure children reach their full potential.

Everyone in our school community follows our Ethos: **Respect – Care – Potential**

About the Role

We are looking to appoint a permanent, enthusiastic, and dedicated **After School Play Worker** to join our vibrant primary school team. The ideal candidate will be passionate about working with children and bring a friendly, caring, and approachable nature to the role.

The Successful Candidate's Key Responsibilities are;

- Have overall responsibility to lead and manage the day-to-day running of the After School Club.
- Provide a safe, fun, and supportive environment for children from Early Years Foundation Stage (EYFS) to Key Stage 2 (KS2)
- Plan and deliver engaging activities, such as arts, crafts, sports, and games
- Ensure the wellbeing and safety of all children at the club
- Build positive and trusting relationships with pupils, engaging with them to support their individual needs.
- Build positive relationships with staff, and parents/carers
- Maintain accurate attendance registers for the club
- Prepare and serve snacks, and manage food and stock supplies
- Work collaboratively with other After School Club staff
- Follow the school's Behaviour Policy
- Provide first aid support as required (training can be provided)
- Maintain awareness of and follow relevant school policies, particularly those relating to after school provision

Qualifications & Training (Required or Desirable)

- NVQ Level 3 or equivalent in Childcare or a related subject (**essential**)
- *Paediatric First Aid and Emergency First Aid at Work (**desirable**)
- *Basic Food Hygiene (Level 2) (**desirable**)
- *Basic Health & Safety Certificate (**desirable**)
- *Food Allergy Awareness Training (**desirable**)

* Training will be provided for the above if not currently held.

Person Specification

- Hold a recognised Level 3 qualification in Play Work or Childcare is essential
- Experience working in out-of-school settings is desirable
- Able to supervise children effectively both independently and as part of a team
- A caring, flexible, patient, and enthusiastic approach
- Strong teamwork and communication skills
- Ability to adapt to the changing needs of the school and its pupils
- Willingness to carry out additional reasonable duties as required by the Headteacher or Leadership Team

For children and staff alike, Summerfield Primary has:

- A perfect balance of care and support with high expectations
- Our staff are committed to providing our children with a broad and exciting curriculum, enabling children of all ages and abilities to reach their true potential.
- A leadership team dedicated to attainment, achievement, enjoyment and wellbeing
- A committed and welcoming staff team
- An inclusive school culture that values cooperation and respect

Safeguarding Statement

Summerfield Primary is committed to safeguarding and promoting the welfare of children. All staff and volunteers are expected to share this commitment.

The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. All shortlisted applicants will be required to disclose relevant information regarding criminal history and will be subject to an online search (using only publically available information) as part of our Safer Recruitment process.

All shortlisted candidates must complete a self-disclosure before interview.

It is illegal to apply for this position if you are on the Children's Barred List.

Additional Information

We welcome applicants from a diverse range of candidates and are committed to building a workforce that reflects the population of Leeds and the surrounding areas.

This position is based in the United Kingdom and is subject to verification of the applicant's Right to Work. Acceptable evidence may include UK or Irish citizenship, settled or pre-settled status under the EU Settlement Scheme, or a valid visa permitting work in the UK. Please note that this role is not eligible for visa sponsorship. Applicants who do not currently possess the Right to Work in the UK should carefully assess their eligibility before submitting an application.

Please note: CVs and incomplete applications will not be accepted.

How to Apply

For an application pack, further information, or to arrange a visit please contact:

Debbie Slinger, School Business Manager

Email: recruitment@summerfieldprimary.org.uk

☎ 0113 205 7520

Website: www.summerfieldprimary.org.uk/vacancies

Closing Date: Friday 21st November 2025 @ 9.30am

Interviews: Monday 1st December 2025

Candidates who have been shortlisted will receive an email with information on interview timings and any other details needed in line with our Safer Recruitment process.



Leeds City Council

Job Description & Person Specification

Grade	Level 3/C1–12
Conditions of service	NJC
Responsible To	Headteacher / School Business Manager

Special Conditions:

This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Description

Job Purpose:

To provide afterschool care and safe learning activities for pupils attending Summerfield's After School Club, known as Sunshine Club. To take lead responsibility for the smooth running of the club and sole responsibility for the administration, including the small amounts of income and ordering of stocks and resources.

Responsibilities:

- Undertake and deliver structured and agreed play activities as appropriate to ensure physical, social, emotional and intellectual development, taking into account diversity e.g. language, culture, ability, race and religion.
- To prepare and deliver a suitable programme of imaginative and innovative activities suitable to the needs and interests of children age 3- 11 years' old
- Will prepare, co-ordinate, promote and provide a wide range of inclusive, creative and enjoyable play opportunities for pupils which is responsive to their play needs; giving pupils the freedom to spend their leisure time in their own way whilst encouraging fair and caring behaviour.
- Contribute to the delivery and supervision of a quality play provision within the school whilst ensuring all activities are carried out in a safe, creative and appropriate play environment.
- To assist with the planning, preparing and delivery of activities, which meet children's individual developmental needs.
- To assist in the administration of the club, keeping relevant records and ensuring that the agreed club procedures are implemented.
- Prepare the eating area, supervise children in the eating area (seating, serving, eating, clearing plates etc.) and maintain/clear the eating area throughout (cleaning up of any spillages, wiping surfaces, washing up etc.).
- Prepare light meals (snacks, refreshments etc.) which may include the use of kitchen appliances in accordance with Food Hygiene and ensuring individual pupil dietary requirements are met.
- To Ensure the safe collection and transportation of children between the classes and the club.
- Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the school.
- Ensuring that areas are clean and cleared at the end of sessions.
- To carry out any other duties, which will be seen to enhance the work of the After School Club.
- Ensuring that any information relating to children, their families, Governors, and staff which are learnt as part of the job is kept confidential.
- To work effectively in a small team.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- May have responsibility for small sums of cash.
- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.

- Promote self-esteem; ensuring inclusion, acceptance and integration for all as well as encouraging pupils to act independently as appropriate, interact and work co-operatively with others and engage in activities; including those with specific and special needs and those from different cultures and/or with a different first language.
- Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions.
- Deal promptly with conflict and incidents (including those involving restraint) and reporting challenging behaviour where appropriate in line with established policy.
- Attend to the pupils' personal needs including the safety and wellbeing of the pupils and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.
- Will participate in own performance development, identify and address any training needs/other learning activities.
- Adhering to legal responsibilities and duties under the 1989 Children Act, Care Standards Act 2000 and the Health and Safety Act, to take reasonable care for the health and safety of themselves, staff, children and members of the public who use the club.
- To follow the schools Safeguarding and Child Protection Policy.
- To follow guidelines and procedures for Safeguarding and Child Protection in accordance with Summerfield Primary School policy.
- Be aware of and comply with school policies and procedures e.g. child protection, health & safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.
- Contribute to the overall ethos, work, and aims of the service by attending relevant meetings, training days/events as requested.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications:

- NVQ Level 3 or equivalent in Play Work, Child Care or appropriate subject (essential).
- GCSE English & Maths or equivalent e.g. Adult/Numeracy at Level 1 (essential).
- *First aid paediatric and emergency first aid at work, certificate desirable
- *Basic food hygiene, Level 2
- *Basic Health and safety certificate (training will be provided
- *Food Allergy Awareness Training certificate

**Training will be provided in relation to the position if no valid certification of the above*

Environmental Demand/Working Conditions:

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parent's/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate.

Skills Required

- Planning and implementation of creative activities for children.
- Good communication skills.
- Ability to relate well to children and adults.
- Ability to work constructively as part of a team, understanding service roles and responsibilities and your own position within these.
- Good standard of literacy and numeracy skills.

Knowledge Required

- Understanding of Health and Safety issues.
- Awareness of Child Protection issues.
- Understanding of behaviour management issues and strategies.
- Understanding of and commitment to the provision of high-quality childcare.
- Understanding of financial regulations budget setting and control.

Experience Required

- Experience of working with 3 – 11 year olds and their families
- Knowledge and understanding of child development.
- Understanding and commitment to good quality childcare
- Experience of staff supervision.
- Experience of working in a childcare or play work setting.
- Experience of working with pupils with additional needs.
- Will have an outline understanding of relevant legislation
- Knowledge of basic Food Hygiene, Health and Safety, First Aid, Lifting and Handling and Fire Prevention.
- Good communication skills
- Good numeracy/literacy skills.
- An understanding of the needs of a multicultural society
- An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs.
- Knowledge of childcare.
- Awareness of child development.
- Knowledge and commitment to schools Equality policy.
- Ability to relate well to pupils and adults.
- Ability to work constructively as part of a team.
- Ability to remain calm under pressure.
- Demonstrate good co-operative, interpersonal and effective listening skills.
- Maintain confidentiality in matters relating to the school, its pupils, parents or carers.
- Ability to perform all duties and tasks with reasonable adjustments where necessary.
- Ability to cope with the requirements of the post, which will include working with pupils who have emotional/behavioural/physical difficulties.
- In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level.

Behavioural & other Characteristics required

- Committed to continuous improvement.
- Able to understand and observe the schools and Leeds City Council Equal Opportunities Policy.
- Able to carry out all duties having regard to an employee's responsibility under Health and Safety Policies.
- Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development.

DESIRABLE REQUIREMENTS:

Skills Required

- Ability to identify your own training needs.

Knowledge Required

- Computer literate.

Experience Required

- Experience of working across a variety of childcare settings.

Behavioural & other Characteristics required

N/A

REVIEW

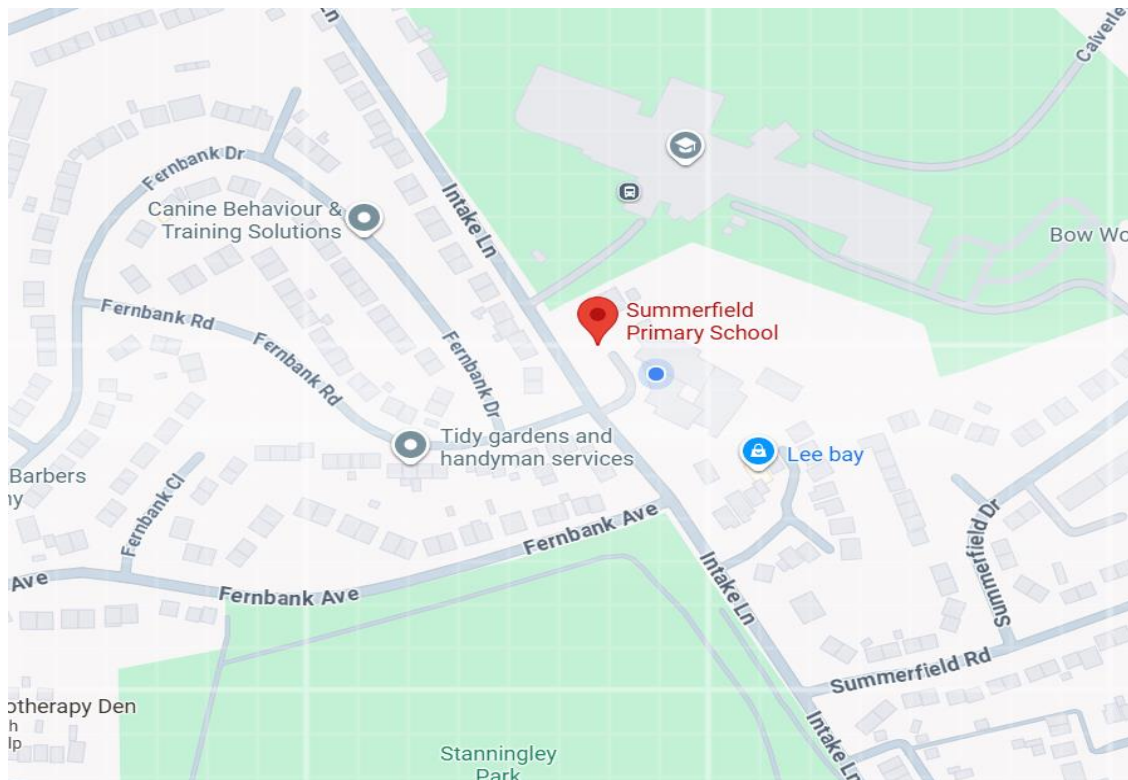
This job description may be reviewed from time to time in consultation with the post holder in order to address changing circumstances or priorities within the school.

Job Description Content Prepared / Reviewed By:

Fiona Kirkwood, Headteacher and Debbie Slinger, School Business Manager

Dated: 18/10/2024

Location



Link for location on Google Maps;

<https://maps.app.goo.gl/nSkUqD5QoJyaECFw7>

Summerfield Primary School

Intake Lane

Bramley

Leeds

LS13 1DQ

Tel: 0113 205 7520

Email: recruitment@summerfieldprimary.org.uk

Thank you for your interest in the role.

If you do require any further information, please contact us on the details above.

We look forward to receiving your completed application in due course.