



Carleton Endowed

CE Primary School

A faithful community that loves, lives and learns with hope and joy; where everyone is valued and encouraged to flourish.

Before and After School Club Play and Enrichment Lead

Candidate Information Pack

Closing date: Monday 12th October 2026 midday

Short Listing: Monday 13th October 2026

Interviews: Monday 19th October 2026



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TOGETHER



Carleton Endowed
CE Primary School

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Tel	01756 792910
Headteacher	Orla Gibbons
Chair of Governors	Angela Cox
School Administrator	Nicola Prest, Sophie Exley

The Recruitment Process at Carleton Endowed C of E Primary School

Dear Applicant,

Before and After School Club - Play and Enrichment Lead

Thank you for your interest in the role of Before and After School Club Play and Enrichment Lead position at Carleton Endowed C of E Primary School. This role is a permanent position starting with immediate effect.

This Job Application Pack will provide you with additional information about the school and the position. Please read through the job description and person specification enclosed.

We are still encouraging possible candidates to visit our fantastic school so please make an appointment with the school office.

If you are interested in the position, please complete the job application form, equal opportunities monitoring form and return to myself, together with an accompanying letter. Your letter must be no longer than two sides of A4, font size 12 with moderate margins. Return as follows.

By Email: admin@carletonendowed.com

We would also request that you provide daytime and evening contact numbers or an email address for use, should you be called for an interview. Please also ensure that email addresses are available for your nominated referees.

Closing Date	Monday 12 th October 2026
Shortlisting	Monday 12 th October 2026
Interview	Monday 19 th October 2026

If you have not been contacted by the evening of Tuesday 13th October at the close of day, you should assume that your application has been unsuccessful at this time; however, we thank you for your interest in this post.

If you have any questions about the position, please do not hesitate to get in touch. We look forward to receiving your application and meeting you when you visit.

With very best wishes,

Orla Gibbons

Mrs Orla Gibbons
Executive Headteacher
Sutton CE Primary and Nursery School and Carleton Endowed C of E Primary School

Carleton Endowed Church of England Primary School is located in the beautiful village of Carleton, a short drive from the bustling market town of Skipton in the Yorkshire Dales.

We are a happy and aspirational village primary school providing education for children aged 4-11. We are proud of our local roots and of our strong church and community links. Our vision statement ‘ **A faithful community that loves, lives and learns with hope and joy; where everyone is valued and encouraged to flourish**’ is at the heart of all we do and our staff are committed to ensuring that all children are able to be the very best that they can be. We provide an exciting, rich and varied curriculum to challenge and inspire our pupils and give them every opportunity to flourish. We value academic and personal success and have high expectations of behaviour and effort. Our children have fun together and work hard together.

Leeds Diocesan Learning Trust (LDLT)

Carleton Endowed school is one of 13 schools in LDLT.

Leeds Diocesan Learning Trust was established in September 2022 and has a passionate commitment to support church and community schools across the Diocese of Leeds. Bringing together the children, staff and governors in our schools and the central team and directors on the Trust Board, we are proud to ‘love, live and work together’ to support the delivery of quality education. You can find out more about LDLT on their website: www.ldlt.co.uk

This post commences with immediate effect. The successful candidate will be teaching in Year 3/4. You will be a key member of our Staff Team involved in making important decisions that impact on all children. An interest in history and geography or music subject areas would be very desirable. You will demonstrate outstanding planning, assessment, classroom organisation and record keeping. We are looking for an enthusiastic, effective and able candidate who can plan for and teach an exciting and engaging curriculum. The successful candidate will be expected to undertake a full and active role as a member of our dedicated staff team.

At Carleton Endowed CE School we have a caring, relaxed atmosphere, in an environment in which high expectations of behaviour are positively reinforced. The school has very supportive parents and enjoys a good relationship with the local community.

Child Protection

Our school is committed to safeguarding and promoting the welfare of our all our children and young people.

We have a robust Child Protection Manual and all staff receive training relevant to their role at induction and throughout employment at school.

In relation to this appointment process, you should be aware that your referees will be asked the following question:

“Are you aware of any Child Protection allegations or issues of a similar nature in relation to this person? If so, please provide details.”

At interview all candidates will be asked if there have been any allegations, or issues, raised against them by pupils or young people and if so, the outcome of them.

If you would like to discuss any of the above before making an application, please contact the Chair of Governors.

Job Description

JOB DESCRIPTION: BEFORE & AFTER SCHOOL CLUB PLAY AND ENRICHMENT LEAD

RESPONSIBLE TO: The Executive Headteacher / Head of School

RESPONSIBLE FOR:

- Promoting and safeguarding the welfare of children within the wrap-around care setting.
- Actively supporting statutory frameworks, school policies, and professional standards for out-of-school care.
- Planning, organizing, and leading enriching play, physical, and creative activities for all pupils in the club.
- Ensuring equality of opportunity, safety, and inclusion for all attending children.
- Preparing and serving nutritional breakfasts and afternoon snacks in line with food hygiene standards.
- Maintaining high standards of personal and professional conduct at all times.
- Building positive, respectful relationships with pupils, parents, carers, school staff, and the wider community.

JOB PURPOSE

To plan, deliver, and lead an effective, safe, and stimulating wrap-around care service before and after school. To support pupils' social, emotional, physical, and creative development through structured play and the National Primary Enrichment Framework, ensuring a warm, nurturing environment consistent with the aims and vision of the school.

KEY RESPONSIBILITIES

- Lead by example as a Play Leader, achieving high standards of child engagement, positive behaviour, and safety through well-planned activities.
- Plan and deliver a balanced out-of-school enrichment programme encompassing physical play, expressive arts, life skills, quiet relaxation, and homework support.
- Prepare, set up, and pack away teaching and play resources, ensuring all equipment and environments remain safe, clean, and well-maintained.
- Accountable for the safety, attendance logging, and accurate hand-over procedures during morning drop-offs and afternoon collections.
- Adapt activities appropriately based on age, individual capabilities, special educational needs (SEND), and dietary requirements of attending pupils.

- Demonstrate a clear understanding of statutory safeguarding frameworks, Child Protection policies, and health and safety requirements.
- Use positive behaviour management strategies aligned with the school's behaviour policy to foster mutual respect, kindness, and cooperation.
- Provide a safe, purposeful, and welcoming environment where children can unwind after the school day or prepare for the morning ahead.
- Maintain effective communication with class teachers, senior leadership, and parents/carers regarding pupil well-being or routine changes.
- Administer basic First Aid when necessary, ensuring accurate recording and reporting of all incidents in line with school procedures.
- Participate fully in professional development, statutory training (e.g., Safeguarding, First Aid, Food Hygiene), and staff briefings.
- Support and supervise any play assistants, volunteers, or young leaders assisting in the club.
- Fulfill all duties required by the school's policies on wrap-around care, inclusion, equal opportunities, and data protection.

DETAILED PLAY & ENRICHMENT DUTIES

- To supervise and engage children across Reception through Key Stage 2 (ages 4–11).
- To introduce structured enrichment activities reflecting national primary framework strands (sports, creative arts, outdoor nature play, and life skills).
- To communicate sensitively, warmly, and professionally with parents, carers, and school colleagues.
- To contribute to the corporate life and reputation of the school through high-quality wrap-around care.
- To ensure a hygienic environment during snack times, adhering strictly to allergen controls and food handling guidance.
- To differentiate play activities so that all children, including those with SEND or EAL, can participate fully.
- To foster independent play, problem-solving, and positive peer relationships among pupils.
- To manage resources and snack budgets effectively, reporting any restocking needs to administrative staff.
- To treat as confidential all matters discussed regarding individual pupils, families, or internal school operations.

PERSON SPECIFICATION

Attributes	Essential	Desirable
QUALIFICATIONS	• GCSE Grade 4/C (or equivalent) in English and Mathematics • Enhanced DBS check and satisfactory safeguarding clearances • Paediatric First Aid certificate (or commitment to complete prior to start) • Safeguarding Level 1 training (or commitment to complete)	• NVQ Level 2 or 3 in Childcare, Playwork, Early Years, or Youth Work • Food Hygiene Certificate (Level 2) • Sports coaching or arts/crafts leadership certifications
EXPERIENCE	• Setting high expectations for positive behaviour, safety, and engagement • Experience working or volunteering with primary-aged children (ages 4–11) • Planning and leading fun, well-structured play and enrichment activities • Managing group dynamics and supporting children with varied needs • Experience working effectively as part of a team	• Experience working in a primary school, wrap-around care, or holiday club setting • Experience supporting children with SEND or EAL • Experience preparing food and managing dietary requirements in a group setting

Attributes	Essential	Desirable
SKILLS & KNOWLEDGE	• Understanding of the Primary Enrichment Framework and play-based care • Strong communication skills with pupils, colleagues, and parents/carers • Ability to organize group activities independently and efficiently • Knowledge of basic health, safety, and risk management in play environments • Commitment to equal opportunities, inclusion, and child safeguarding • Clear understanding of appropriate professional boundaries	• Ability to introduce specialized enrichment activities (e.g., gardening, drama, simple coding, or outdoor sports) • Basic administrative and record-keeping skills
TRAINING	• Recent Safeguarding and Child Protection training • Commitment to attend all required INSET days, safety briefings, and job-related training	• Recent training in behaviour management, SEND inclusion, or paediatric first aid
CIRCUMSTANCES	• Flexibility to work split shifts (e.g., 7:30–9:00 am and 3:00–6:00 pm, term-time only)	• Flexibility to cover additional hours or holiday club provision if required

Attributes	Essential	Desirable
	• Reliability and punctual attendance for every session	
DISPOSITION & ATTITUDE	• Warm, approachable, patient, and highly dependable • Energetic, enthusiastic, and passionate about child development and play • Strong team player with a positive attitude and sense of humour • Dedicated to creating a safe, inclusive, and happy environment for pupils	• Connection to or understanding of the local school community
PRACTICAL SKILLS	• Highly organized with excellent time-management skills • Calm and resourceful under pressure • Creative problem solver able to adapt activities on the spot	• Basic IT skills for taking attendance registers and communicating via school systems

Safeguarding Statement:

Carleton Endowed C of E Primary School is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) criminal records check for work with children.