

September 2026

Dear Applicant,

Thank you for your interest in the post of Team Leader. We look forward to receiving your completed application form. We employ Team Leaders to work at our Saturday (approximately 2 Saturdays per month) and holiday club provision on behalf of Bromley Local Authority.

The application form requests that you to submit information in support of your application (your Supporting Statement). Please note that this should not exceed 2 pages of A4 in length.

Riverside School and Lighthouse Club is committed to providing equality of opportunity and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post-holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote Riverside's safeguarding systems. All appointments will be subject to receiving satisfactory references; clearance of a full DBS check and satisfactory health clearance.

Please add an electronic signature to e-mail applications.

This is a rolling advert, which will remain live until the position is filled. Applications will be considered on receipt and shortlisted accordingly.

Application forms should be returned via e-mail to recruitment@riverside.bromley.sch.uk or by post to.

Human Resources Team
Riverside School
Main Road
St Paul's Cray
Orpington
Kent
BR5 3HS

Our job applicant privacy notice sets out what personal data Riverside School holds about you, how we collect and use it during and after the recruitment process. A copy of this can be found on our website www.riversideschool.org.uk.

Yours sincerely,

Lighthouse Club Team





Lighthouse Club

We are developing Lighthouse Club provision and are looking for staff to join the team.
Come and join us on the next phase of our journey.

We are currently recruiting for the following vacancies:

Team Leaders, BR6 (£14.52 per hour plus holiday allowance)

Location: Riverside School Main Road, St. Pauls Cray, Orpington, Kent BR5 3HS

Lighthouse Club operates Saturday and holiday play clubs under contract for the London Borough of Bromley. Our aim is to provide a wide range of activities with an emphasis on fun to meet the varied and complex needs of the children aged 5 to 18.

Clubs run for two Saturdays per month during term time and in the school holidays. The Club is open to children from 10am until 4pm. Team Leaders will work from 9.15am until 4.15pm.

All staff are recruited on casual contracts and paid for hours worked which would be agreed in advance.

Previous experience would be an advantage and a patient and understanding nature are essential.

If you have some spare time on Saturdays or in the school holidays and would like the opportunity to work with our special young people please contact Melissa Benton-Lavers, Lighthouse Club Manager for further information on 07923 246 239 or lighthouseclub@riverside.bromley.sch.uk

Lighthouse Club and Riverside School is committed to providing equality of opportunity and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment with enthusiasm and excellent attendance. All appointments will be subject to receiving satisfactory references; clearance of a full DBS check and satisfactory health clearance.

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Previously shortlisted applicants need not apply.

LONDON BOROUGH OF BROMLEY
CASUAL TEAM LEADER – LIGHTHOUSE CLUB
Fixed Term Contract

Job Description



Grade: BR6 (£14.52 per hour)

Department: Riverside school

Reports to: Lighthouse Club Manager

Main Purpose of the Job

As a Team Leader you will be responsible for ensuring a fun, active, stimulating and safe place for children at Club to access, as well as leading specific activities, which will involve adapting your skills and experience, to work with different age ranges and needs throughout a session.

As a Team Leader, you will be responsible for supporting the development, monitoring and delivery of the Lighthouse Club with a particular focus on supporting the coordination of and contributing to the successful operating and planning of food and hygiene, pupil dysregulations, PMLD / moving and handling, trips and activities (events) and arts and crafts, ensuring that safeguarding is adhered to within the club setting.

Key Contacts

The Team Leaders report directly to the Lighthouse Club Manager.

The Team Leaders are responsible for ensuring that the communication with the team they lead is excellent, to report back to the Lighthouse Club manager and to ensure the successful and safe operation of the club, with a balanced planned day.

TASKS

General

- Adhere to Lighthouse Club and Riverside School processes and procedures whilst the children in your care are continually having a fun, stimulating and safe time.
- Encouraging and leading Activities Assistants ensuring they receive a plan of activities for the day, clear direction and they have read the All about me forms and attendee paperwork before working with any children.
- Assist with planning and delivery of activities with structure and enthusiasm; encouraging maximum participation from Activities Assistants and children.
- Setting up the classrooms including moving furniture and play equipment appropriate for the cohort of children in that day.
- Manage the exchange of all relevant information on the children to management, ensuring that All about me forms / similar documentation for children are being regularly reviewed and staff are working in line with these.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Consulting with children and involving them in planning future activities.
- Facilitating good communication with all members of the Club, parents, and schools.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.

- Ensuring that all activities, equipment and the setting is safe with the relevant risk assessments undertaken.
- Actively contribute to ensuring up to date reports are correct for the Lighthouse Club Manager to feedback to allocated Social Workers.
- Ensuring the appropriate paperwork is completed for any physical dysregulations.
- Ensuring that any safeguarding issues are reported appropriately to the Lighthouse Club Manager
- Ensuring the demonstration of good professional standards.
- Setting and supporting the planning of the day for Activities Assistants with clear direction, activities times tables and understanding of the needs of the children. This will include allocating staff to children as appropriate.
- Ensuring Activities Assistants are following guidance around the use of mobile phones, GDPR and Confidentiality and Health and Safety.
- Attend regular Safeguarding training.
- Attend termly team meeting meetings with the Lighthouse Club Manager to report on the area that you lead.
- Be proactive in de-briefing Activities Assistants at the end of the day if there have been any physical dysregulations that have required paperwork to be filled out, to provide constructive feedback to the Activities Assistant.

All Team Leaders are to promote a positive working environment and culture, with a focus on ensuring good communication with all, whilst working within the framework of Riverside Schools' policies and procedures.

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)

Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

MANAGEMENT AND LEADERSHIP

Fully and positively participate in performance appraisal scheme in order to develop and enhance personal and service performance. Lighthouse Club is committed to safeguarding and promoting the welfare of children and young people. There is an expectation that all staff share this commitment. The post holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote them in all aspects of their work.

EQUAL OPPORTUNITIES

Riverside School takes its duty to eliminate unlawful discrimination, harassment and victimisation seriously. All staff are expected to share this commitment and foster good relations between different groups and treat all people associated with the Riverside community with dignity and respect at all times.

HEALTH AND SAFETY

Employees are required to work in accordance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come in to contact. In order to ensure compliance procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals

LONDON BOROUGH OF BROMLEY TEAM LEADER – LIGHTHOUSE CLUB

Person Specification



Grade: BR6 (£14.52 per hour)

Department: Riverside school

Reports to: Lighthouse Club Manager

Experience (essential requirements)

- Enthusiastic and organised with excellent communication skills and good use of initiative and a passion for working with SEN children and families.
- Flexible, team player willing to take on various tasks as required.
- Experience of working with 5 to 18 years old.

Qualifications / Training (Essential requirements)

- Food Hygiene, First Aid, Manual Handling and relevant qualifications as required.

Knowledge / Skills (essential requirements)

- Good communication skills.
- Sound judgement and common sense.
- Have a clear understanding of the roles and responsibilities within this job description and that of the Activities Assistant.
- Supporting a diverse range of children with complex special educational needs including autism, PMLD, ADHD, SEMH.
- Understanding the varied complex needs of children and their families.
- Understanding the issues involved in the delivery of quality respite and any challenges that may arise.
- Understanding the issues of equal opportunities.
- Provide and facilitate safe and creative play inside and outside including trips in the community.