



**Chulmleigh  
Primary School  
& Nursery**

# **Out of School Club Assistant Candidate Pack**

Closing date: Tuesday 11 November 10am

Interview date: Thursday 20 November



**COMPASSION AMBITION TEAMWORK**



Thank you for showing an interest in this position.

Chulmleigh Primary School, part of the Chulmleigh Academy Trust, is a rural school in the heart of Mid Devon. Our children are at the heart of everything we do and our ethos is underpinned by our values of Compassion, Ambition and Teamwork.



We are seeking to appoint an enthusiastic, committed, patient and motivated Out of School Club Assistant to join our team at Chulmleigh Primary School.

We can offer you:

- Happy, enthusiastic, creative children
- A welcoming, supportive and inclusive school ethos
- A hard-working, positive team who are dedicated to improving the lives of children and ensuring every child achieves their full potential
- A commitment to high quality continued professional development

There are now 220 pupils on roll, standards have got higher and sentiment around the school has continued to grow.



Neil Payne  
Headteacher Chulmleigh College  
CEO Chulmleigh Academy Trust



## We are looking for someone who:

- Has good communication skills
- Establishes excellent relationships with children
- Is a team player
- Has a positive 'can do' attitude





Chulmleigh is a Saxon hilltop market town in North Devon, near the Mid-Devon border and halfway between Barnstaple and Exeter. It lies near the banks of the Little River Dart, and is surrounded by rolling hills, woods and farmland. With Exmoor and the North Devon coast to its north, and Dartmoor and the city of Exeter to its south, Chulmleigh is an excellent base for exploring the county.

Chulmleigh Primary School, for ages 2-11 years, not only serves the local town and the neighbouring village of Chawleigh, but is also the school of choice for families from a wider area.

Chulmleigh joined Chulmleigh Academy Trust and became a converter Academy in August 2011. We are proud to be part of the Chulmleigh Academy Trust, (along with East Worlington Primary School and Lapford Community Primary School) which provides a supportive network, sharing good practice with subject leads working across all three primary schools. This includes joint staff meetings and opportunities for continuous professional development for staff, as well as centralised support for: personnel; estates management; finance; health and safety; IT; governance; safeguarding and SEND. There is also a central Primary Administrator and a Trust-wide Primary Executive Headteacher who both work closely with the Heads of schools. School meals are prepared at the College site and delivered on a daily basis.

Chulmleigh Primary School currently has 220 pupils on roll, with 18% Pupil Premium. It is the largest school in the area but still has a strong family ethos, which is inclusive to all. As a school we encourage children to engage fully in their learning through exciting, well taught, innovative lessons and experiences. The staff consists of a team of excellent teachers and teaching assistants, plus a number of volunteers, all of whom take the education and well-being of the children very seriously.



In addition, we have teachers from other Academy schools bringing specialisms through their teaching within the Academy (such as visiting music and P.E. specialists), who contribute to the development and training of the staff.

Our pupils participate fully in all aspects of school life, including arranging community events; taking ownership of their learning and pushing themselves on to higher levels and helping each other enjoy and feel comfortable in their school life. We encourage them to be independent learners, taking responsibility for their learning in a motivated way. We believe that happy children learn best and take every opportunity possible to motivate and enthuse our pupils in their learning journey.

## Our Values

COMPASSION AMBITION TEAMWORK

Our school and Trust values are 'Compassion, Ambition, Teamwork'.

These values thread through all that we do and all that we are. We care for each other, have high ambitions, and work together as a school family.

By the time our pupils leave us, they are ready to do their best at secondary school.





**Job Title:** OOSC Assistant, Grade C, £13.26 - £13.69 per hour

**Status:** Permanent, part time, 12.5 hours per week x 38 weeks per annum

**Start Date:** November 2025

## Job Purpose

This document outlines the duties required for the post of Mealtime Assistant to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.

## Main duties and responsibilities

- To set up a programme of activities suitable to the age range of the children.
- To ensure that there is a safe environment for children and adults, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times.
- To advise the Head of School of any concerns e.g. over children, parents or the safety of equipment.
- To keep confidential any information regarding the children, their families or other staff which is learned as part of the job.
- To adhere to the Trust's policies and procedures.
- To record accidents in the accident book.
- To ensure the children are collected by a person known to the school.

## Essential Criteria

- Hold a full and relevant Level 2 Early Years' qualification, or willingness to undertake training.
- Hold suitable Level 2 Literacy and Numeracy qualifications.
- Experience within the last 5 years of working with children aged 4 – 11 years.
- Current first aid certificate or willingness to attend a first aid course within 6 months.
- Commitment to equal opportunities.
- Commitment to young children and families.
- Friendly, flexible approach.
- Willingness to learn and attend courses as required.

## Desirable Criteria

- Hold a full and relevant Level 3 Early Years' qualification.

## Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

AREA	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications	<ul style="list-style-type: none"> <li>Hold suitable Level 2 Literacy and Numeracy qualifications</li> <li>Hold a full and relevant Level 2 Early Years' qualification, or willingness to undertake training</li> <li>Willingness to attend courses/training and seek professional development</li> </ul>	<ul style="list-style-type: none"> <li>Hold a full and relevant Level 3 Early Years' qualification</li> </ul>	AF / Exam Certificates
Experience	<ul style="list-style-type: none"> <li>Working in a school supporting children in the relevant age range of 0 to 11 years</li> </ul>	<ul style="list-style-type: none"> <li>Experience in education</li> <li>Experience of working with children with learning or behavioural needs</li> </ul>	AF
Skills	<ul style="list-style-type: none"> <li>Good communication skills</li> <li>Ability to work as part of a team</li> <li>Ability to work independently</li> <li>Ability to foster good relationships with pupils and enthuse young people to want to learn</li> <li>Ability to solve problems</li> <li>Ability to use ICT</li> </ul>	<ul style="list-style-type: none"> <li>Creative approaches to pupil learning</li> </ul>	AF / I / R
Personal Qualities	<ul style="list-style-type: none"> <li>Warmth and sensitivity</li> <li>Interest and concern for young people and education</li> <li>Personal integrity and high expectations</li> <li>Patience and tolerance</li> <li>Ability to work as part of a team</li> <li>Personal resilience – ability to be calm and positive under pressure</li> <li>Flexible approach to work, both with pupils and other members of the department</li> <li>Ability to think independently</li> </ul>	<ul style="list-style-type: none"> <li>Adaptability</li> <li>Interested in 'learning'</li> </ul>	I / R

AF: Application Form  
I: Interview  
R: Reference



Please complete the online application form available [here](#).

A tour of Chulmleigh Primary School will be arranged as part of the interview schedule.

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If you would like an informal conversation, please contact us on the email address below and we will be pleased to arrange a telephone call with our Primary Executive Headteacher or Head of School to discuss the role further.

[personnel@chulmleigh.devon.sch.uk](mailto:personnel@chulmleigh.devon.sch.uk) or call 01769 580215

