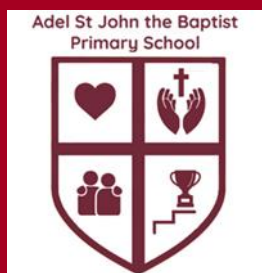




ADEL ST JOHN THE BAPTIST C OF E (VA) PRIMARY SCHOOL  
RECRUITMENT PACK

# Out of School Club Breakfast Play Assistant



Our school is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers, visitors and contractors to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

Online checks will be completed to explore any content publicly available online that might compromise your professional role. If this is the case, this may be discussed at interview.

We promote diversity and want a workforce which reflects the population of Leeds.



# Job Application Pack

For the position of

## Out of School Club Breakfast Play Assistant

**Contract Type:** Part-time and permanent

**Pay Scale:** Grade B1, Point 4 to 6 – £13.05 to £13.47 per hour

**Working Days:** Monday to Friday

**Hours of Work:** 7.15 a.m. to 9.00am

**Work Schedule:** Term-time only (Holiday Club work may also be available during Easter and summer holidays)

**To apply, please complete an application form, which can be downloaded from the job vacancy page on our school website or by emailing [info@adel-st-john.leeds.sch.uk](mailto:info@adel-st-john.leeds.sch.uk).** Further guidance on making an application, as well as information on our school is provided within this job pack.

Please remember to detail in your application your skills, experience and knowledge as outlined in the job specification. All gaps in employment must be clearly accounted for. Please also be aware that we are not permitted to accept CVs.

The application deadline for this position is: 7<sup>th</sup> October 2025 at 9.00am

Interviews will take place on: 14<sup>th</sup> October 2025

For our Ofsted Report:

<https://reports.ofsted.gov.uk/provider/21/108041>

Adel St John the Baptist C of E (VA) Primary Statutory Information (including our Safeguarding & Child Protection Policy):

<https://www.adel-st-john.leeds.sch.uk/parent-information/statutory-school-policies>

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Dear Prospective Applicant

## WELCOME

Thank you for expressing an interest in becoming a member of staff at Adel St John the Baptist C of E Primary School (ASJ). We are a thriving and inclusive school at the very heart of the community and parish we serve. We are a one form entry Voluntary Aided C of E primary school located in the suburb of Adel, Leeds. Being such a small school, there is very much a family feeling that permeates every aspect of our school and is something that we cherish.

We are looking to appoint a dynamic, enthusiastic and caring Out of School Club Breakfast Play Assistant who will support and uphold the strong Christian character of our school.

The aim of all colleagues at ASJ is to ensure our children are **inspired, resilient and confident** learners who are well prepared for their future beyond primary school. We work hard as a team to ensure that all staff and pupils feel happy, valued and listened to. As a multi-cultural and diverse school, we welcome applicants from all backgrounds, cultures, faiths and religions.

### The successful candidate will:

- Be a highly skilled and knowledgeable individual
- Be hard-working, positive and enthusiastic with a passion for striving for excellence
- Set high expectations which nurture, inspire, motivate and challenge all pupils
- Have positive working relationships with children, staff and parents
- Promote and develop the Christian character and values of the school
- Respect and embrace the diverse intake of children and families that we serve. Living and breathing our core value: *'love one another, as I have loved you'* (John 13:34).

### At Adel St John, we can offer you:

- An excellent suite of continuous professional development
- An inclusive and dynamic Church School
- A positive and well-resourced indoor and outdoor learning environment
- Happy children with excellent behaviour and a love of learning who make a positive contribution to the caring culture of the school
- A well-informed Governing Body which provides an appropriate balance of challenge and support
- Enthusiastic and talented staff who are passionate about the children in their care
- Effective and established partnerships within the community and family of schools

You can also find out more information about our school by visiting our [school website](#).

Yours sincerely

Peter Dalrymple  
Head Teacher

## SCHOOL OVERVIEW

We are a one-form entry primary with a pupil admission number of 30. The number of pupils on roll is 210. We are fortunate to be in a green belt space, enjoying all aspects of village life and located very close to the city with all the cultural and curriculum benefits this brings.

We work closely with schools locally as an active member of the North West Family of Schools group and as an associated partner of the Leeds North West Education Trust.

As a Church School, we have strong partnerships with Leeds Diocese, local Church schools and with Adel Church. We visit Adel Church for Harvest, Advent, Easter and the nativity of St. John the Baptist and welcome Reverend Alison to lead collective worship once a week. We aim to reflect Christian values in the everyday life of the school.

## OUR VISION

**Our vision is to love, serve, support and succeed.**

This vision is rooted in the new commandment given by Jesus to his disciples to *'love one another, as I have loved you'* (John 13:34).

Following Jesus' example, love is at the very heart of everything we do. All of our Christian Values stem from the central value of love. Our shared loving service of one another provides support for all to reach their full potential.

We have defined this in child friendly language:

- We love by caring for the world and its people.
- We serve by showing that we care about others' needs as much as our own.
- We support by growing and learning together.
- We succeed by becoming who God intends us to be.

## OUR INTENT

- to provide the highest quality education for all, ensuring **every child has a chance to shine**
- to cultivate a Christian environment that is **inclusive, safe, stimulating and caring**
- to foster **inspired, resilient and confident learners**
- to enable children to be **critical thinkers who communicate effectively**
- to nurture **respectful citizens** who are valued members of their community and are committed to **fairness, equality and social justice**

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors and visitors to share this commitment. Appointments will be subject to an enhanced DBS disclosure.**

**Online checks will be completed to explore any content publicly available online that might compromise your professional role. If this is the case, this may be discussed at interview.**

**We promote diversity and want a workforce which reflects the population of Leeds.**

## Job Description

<b>Job Title:</b>	Out of School Club Breakfast Play Assistant
<b>Grade:</b>	B1
<b>Accountable to:</b>	Headteacher, Governing Body, Learning Mentor and Lunchtime Supervisor

- Accountable for:** The safety, well-being and happiness of pupils in your care.
- Any Special Conditions of Service:** No smoking policy.  
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.  
Our school is committed to safeguarding and promoting the wellbeing of all children, staff and visitors. In order to sustain high levels of safeguarding, staff, visitors and volunteers are expected to share this commitment.
- Purpose of the Role:** To provide a stimulating and effective play provision which will enhance children's emotional, social, physical, intellectual and language development. To provide high quality care that meets professional inspection standards. To promote the service in the community and deputise in the absence of the Manager. There is a requirement to work outside of school hours and on occasion off school premises (as required by the school).
- Main Duties:**
- To provide high quality childcare for children and creative age-appropriate activities
  - Assist the Manager to provide a broad and balanced curriculum that will meet the requirements of relevant National and Local standards, such as the National Curriculum and the Day Care standards
  - Support the Manager in the day to day running of the service, including the supervision of children and staff members
  - Assist the Manager in the planning and evaluation of the service's activities
  - To adhere to established Individual Educational Programme for SEN pupils.
  - Observe, monitor, and maintain written records to ensure children's developmental progress
  - To support the successful admission and transition for children and families
  - To provide first aid, report any injury or accident, ensuring that health and safety of the individual is maintained
  - To follow the schools Child Protection Policy
  - Assist with Manager in preparation for OFSTED Inspections and in the development of an action plan, following its recommendations
  - Where appropriate, to supervise student placements
  - To support the successful admission and transition for children and families
  - To support the Manager with the administrative tasks associated with the service.
  - Attending relevant meeting and training events as directed

Be responsible for own professional development

Ensuring that any information relating to children, their families, Governors, and staff which are learnt as part of the job is kept confidential

Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the school.

To organise and participate in interesting and appropriate educational visits for children and families observing health and safety policies and making risk assessments

To comply with the requirements of all policies, procedures, and management instructions

To take responsibility for the securing of the building and resources if required

To assist in providing professional support on issues relating to child protection to parents and outside agencies

To take responsibility for a group of children during any building evacuation.

To participate in appraisal, training, and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the service by attending relevant meetings, training days/events as requested.

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

Be responsible for safeguarding children and promoting their welfare and following child protection procedures

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the school and Leeds City Council.

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.

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.

### **Role Requirements**

- Successful enhanced DBS Check.
- Understanding of Health & Safety requirements
- Awareness of Child Protection issues
- Understanding of behaviour management issues and strategies

I have read the above job description and understand all my duties and responsibilities. I will also comply with and conform to all policies and procedures relating to safeguarding. This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

**Signed:** ..... **Date:** .....

## EMPLOYEE SPECIFICATION: OUT OF SCHOOL CLUB BREAKFAST PLAY ASSISTANT

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Ability to relate well to children and adults	*		A & I
Ability to work constructively as part of a team	*		A & I
Ability to maintain a safe, calm, and happy approach	*		A & I
Basic Numeracy skills	*		A & I
Ability to identify your own training needs.		*	
<b>KNOWLEDGE REQUIRED</b>			
Basic childcare and health and safety knowledge	*		A & I
Participate in development and training opportunities	*		A & I
Appropriate knowledge of first aid		*	A & I
<b>EXPERIENCE REQUIRED</b>			
Of working with or caring for children of relevant age	*		A & I
<b>BEHAVIOURAL &amp; OTHER CHARACTERISTICS REQUIRED</b>			
Committed to continuous improvement.	*		A & I
Able to understand and observe the schools and Leeds City Council Equal Opportunities Policy.	*		A & I
Able to carry out all duties having regard to an employee's responsibility under Health and Safety Policies.	*		A & I
Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development.	*		A & I

METHOD OF ASSESSMENT(MOA)	A = Application Form T = Test I = Interview C = Certificate
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Job Description Content Prepared / Reviewed by:

Name: Mr Peter R Dalrymple      Designation: Headteacher      Date: September 2025

Confirmation of Job Evaluation Undertaken      JE Ref: 736      Date: September 2026