



Canonbury Primary School

Playcentre Supervisor

CAN/1435

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Dear Candidate,

Canonbury is a popular school based in the heart of Islington, close to Upper Street and Highbury and Islington Station with a commitment to nurturing confident, resourceful and respectful young people, who are ready to lead a successful life at Secondary School and beyond. We provide a rich curriculum including a commitment to music, art and sport, with many opportunities for children to develop their skills and talents in these areas.

We are looking for a highly committed practitioner and leader to join our Extended Schools Team.

This position would suit an experienced practitioner with a proven ability to devise and provide effective after school activities and care to pupils. You will be ready to lead a small extended schools' team and plan and organise various activities for children of all ages in our playcentre.

The right candidate will be passionate about providing structured and engaging out of school care for children. You will be the type of person who thrives on implementing innovative ideas to watch them come to life. You will be a focused, organised professional, who is committed to ensuring that all children that attend the extended school provision thrive in activities that engage their interests and capture their imagination.

We are looking for someone with excellent people skills who can work together with our friendly, dynamic and diverse community.

Please come and visit our school and see what we could achieve together.

With very best wishes,

Patrick Mildren

Headteacher



Playcentre Supervisor

Salary Grade Range: Scale 6, Spine Point 18-20

Actual Salary Range: £16,058 - £16,892 per annum

Hours: Part Time, 20 hours per week, 2.30-6.30pm
Monday to Friday

Contract: Permanent, Term Time Only

Start Date: September 2023

Canonbury Primary School is a popular school with 'good' Ofsted rating (2022) and an emphasis on participation in music, arts and sport.

Do you have strong, successful experience in providing extended schools services to children and families in schools?

Do you thrive on working with children in an out of a school setting?

Are you ready to lead by example and to manage others in providing effective after school activities and care for children?

If so, the role of Playcentre Supervisor at Canonbury Primary School could be for you. We are looking for a practitioner who shares our ambition for providing an exceptional extended school's service to our children.

You will be:

- Experienced in providing extended schools services for children and their families.
- Enthusiastic and flexible
- Able to provide a safe and structured environment and organise daily routines that meet the needs of children
- An excellent communicator with the ability to make positive, productive relationships with parents, children, staff and outside professionals
- Ready to lead by example and manage others in effective extended school provision for pupils.

We can offer you:

- Children who are self-motivated, eager to try new experiences and proud of their school
- An enthusiastic, supportive staff team who have high expectations of themselves and the children
- A vibrant, diverse and friendly community
- Opportunities for professional development.

Visits to the school are strongly encouraged, please contact our School Business Manager, on 0207 226 5020 for an appointment to visit the school. To apply, please go to www.islington.gov.uk and follow the jobs link. If you need any assistance, please email the Schools' HR Team at schoolsrecruitment@islington.gov.uk quoting reference **CAN/1435**

Closing date: Wednesday, 21st June 2023 at 12:00 noon

Interview: Week commencing Monday, 26th June 2023

Canonbury School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations the successful applicant will be required to declare.

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

Please note the advertised actual salary is a range based on continuous service, with the maximum range indicating 5+ continuous years with local government/schools. The starting salary will be calculated based on the individual circumstances of the successful candidate.



JOB DESCRIPTION

POST: Playcentre Supervisor

SALARY GRADE RANGE: Scale 6, Spine Point 18-20

RESPONSIBLE TO: School Business Manager

Purpose of the Job:

The Playcentre Supervisor will be responsible for Canonbury Primary School's after-school childcare provision. They will lead and manage a team of play workers to ensure that children have an enjoyable, enriching experience in a safe and stimulating environment.

You will need:

- A background in community involvement, high quality wrap-around provision for children of primary age and a willingness to develop your skills further
- Leadership qualities and the ability to motivate and direct staff
- The vision to develop and improve Canonbury 's Playcentre provision
- Excellent organisational and communication skills
- The ability to create a range of excellent, enjoyable activities for children from 5-11 years old that supports their personal, social and educational development through play.

KEY TASKS AND RESPONSIBILITIES

Playcentre Provision

- Lead on and manage the Playcentre provision for 5–11-year-olds from 2.30pm-6.30pm
- Review regularly and develop the environment and activities to ensure they cater effectively for a range of interests
- Ensure that Playcentre service meets the highest standard of safeguarding and security
- Promote the widest possible uptake through effective communication methods and channels, e.g. newsletters, posters, school website, email
- Co-ordinate the provision of light meals, e.g. evening snack, whilst taking care to ensure that special dietary needs are met and that all food meets local and national regulations
- Keep a record of children's attendance
- Manage a budget under the supervision of the School Business Manager
- Order supplies, equipment, cleaning materials, materials used for children's activities and other consumable and durable items via the school's agreed ordering policy
- Ensure resources are organised and looked after effectively
- Manage an efficient, safe system for admitting parents and carers to collect children outside core opening hours, with a high regard to security and safeguarding
- To work with parents to encourage parental involvement and support of the playcentre.

Staffing

- Lead a team of staff to deliver all elements of the Playcentre provision from 2.30pm-6.30pm
- Manage the team, including monitoring, supporting and directing improvements in practice as appropriate
- Ensure a high level of quality in all aspects of provision by leading the Playcentre team in planning and implementing effective play activities within a safe, nurturing environment
- Ensure staffing fulfils the adult: pupil ratio in all extended schools' activities
- Report staff absence according to the school's protocol and be responsible for organizing cover or an operational contingency plan
- Organize and participate in team meetings.

Partnerships

- Work in partnership with school stakeholders including teachers, TAs and other support staff to ensure a smooth and safe transition from school and after school clubs into the Playcentre
- Liaise with parents/carers, school staff and colleagues.

Statutory and Wellbeing

- Be aware of the child protection & safeguarding procedures and report any concerns immediately to the appropriate designated staff
- Ensure that the general health, physical welfare, safety and security of children and adult users is maintained in the Playcentre
- Ensure that the appropriate number of Playcentre workers are first aid qualified and record accidents involving children and staff using the agreed protocols and policy guidance
- Maintain a working knowledge of local and national policies regarding SEND (Special Educational needs and/or Disabilities), medical needs, safeguarding and health and safety
- Reasonable and additional duties, which may be required at the discretion of the Senior Leadership team from time to time.

Personal Responsibilities

- To be professional in dress and manner at all times
- To be responsible for own career development and undertake training, professional development and other learning activities as appropriate
- To be aware and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to the relevant person
- Suitability to work with children and undertake an Enhanced Disclosure and Barring (DBS) check and other employment checks
- The post holder will be expected to carry out all duties in compliance with the School's Equal Opportunities policy.





PERSON SPECIFICATION

POST: Playcentre Supervisor

SALARY GRADE RANGE: Scale 6, Spine

Point 18-20

RESPONSIBLE TO: School Business Manager

Person Specification		Essential	Desirable
Qualifications			
1.	Minimum Level 3 qualification in childcare/early years practice with suitable practice placements (e.g. NNEB Certificate, NVQ Level 3 – Play working, Childcare/Early Years Care, BTEC Nationals in Childhood Studies or equivalent)	✓	
2.	First Aid Qualification		✓
3.	Food hygiene Qualification		✓
Skills, Knowledge and Abilities			
4.	Relevant supervisory/management experience		
5.	A background in community involvement, high quality wrap-around provision for children of primary age and a willingness to develop their skills further	✓	
6.	The ability to motivate and direct staff	✓	
7.	Excellent organisational and communication skills	✓	
8.	Competent in using computer systems including email and Microsoft Word	✓	
9.	Good knowledge and understanding of equal opportunities and special educational needs	✓	
10.	The ability to devise a range of enjoyable and stimulating play activities and create a safe, nurturing environment	✓	

11.	Ability to review systems and processes associated with the role to improve and develop better ways of working	✓	
12.	Commitment and willingness to meet the ethos of the school	✓	
13.	Ability to produce accurate and detailed information	✓	
14.	Ability to communicate effectively in writing, on the telephone and face to face	✓	
15.	Ability to build and maintain an effective working relationship with a wide variety of people, including appropriate relationships and personal boundaries with children	✓	
16.	Ability to work within a clear framework and with regard to school policy	✓	
17.	The post holder will be expected to carry out all duties in compliance with the School's Equal Opportunities policy	✓	





HOW TO APPLY

Application Deadline

Completed online application forms must be received by Wednesday, 21st June 2023 at 12:00 noon. To apply, please go to www.islington.gov.uk and follow the jobs link. If you need any assistance, please email the Schools' HR Team at schoolsrecruitment@islington.gov.uk quoting reference **CAN/1435**. *Please note that application forms should not be returned to the school. Please note that CVs will not be accepted.*

Completing your application

Candidates are asked to complete all the standard information required on the application form, including a supporting statement addressing all of the points clearly as detailed within the Person Specification for this post.

Visits

Visits to the school are strongly encouraged. Please contact our School Business Manager on 0207 226 5020 for an appointment to visit the school.

Selection process

The selection process is due to take place the week commencing Monday, 26th June 2023. Further information will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up prior to interview. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection. The post will be offered subject to satisfactory completion of pre-employment checks.

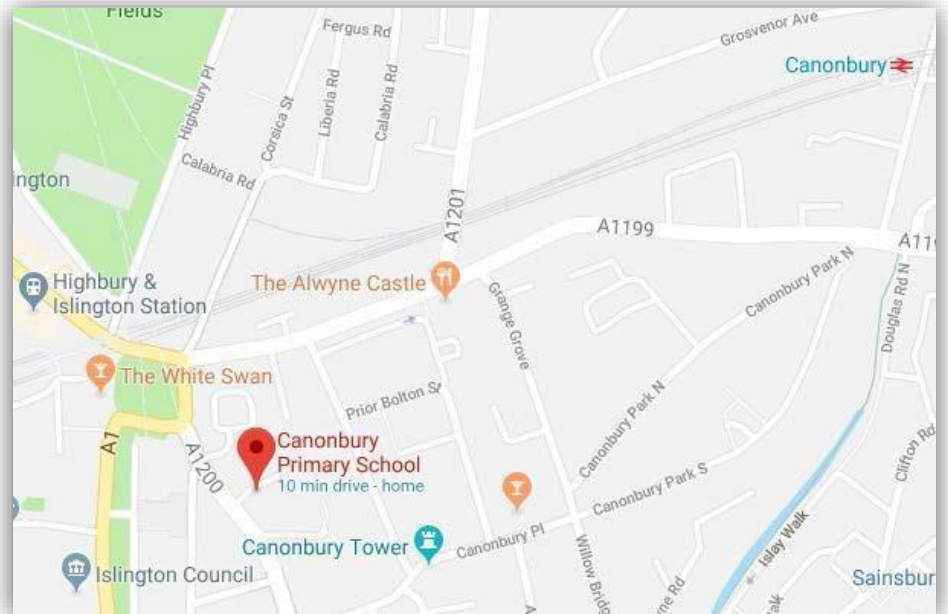
SCHOOL LOCATION

School Address:

Canonbury Primary School
Canonbury Road
London
N1 2UT

Nearby stations:

Highbury & Islington
(Victoria Line, Overground)
Canonbury (Overground)



Guidance for candidates applying for a job with schools

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they will tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, we will seek a reference will be sought from the employer by whom you were most recently employed to work with children.

- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides 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 at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require, and we will ensure that reasonable adjustments are made where possible.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Policy on the recruitment and employment of ex-offenders



Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage.
- ✓ Whether the conviction or information revealed is relevant to the job.
- ✓ How long ago the offence(s) took place.
- ✓ The candidate's age at the time of the offence(s).
- ✓ The number and pattern of offences.
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.