



Playworker - Holiday Club

Recruitment Pack





Dear Applicant

Re: Playworker – Holiday Club

Thank you for your interest in our Playworker – Holiday Club position at Weetwood Primary School. We are a happy, thriving school with a passion for creative teaching, lifelong learning and providing memorable experiences for our pupils.

Our vision is to serve our community by developing happy, confident, resilient children. Creating independent learners with an inclusive world-view through a broad and balanced curriculum, delivered by talented and engaged staff, enabling all to achieve their full potential.

We are looking for an inspirational and highly motivated practitioner who is passionate about working with.

This is an exciting opportunity for the successful candidate to develop and build on their experience, with access to relevant CPD and the support of a collaborative staff team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We also have an active PTA, that raises significant funds and maintains a strong relationship with the leadership team. In short, Weetwood is a vibrant, happy and stimulating place to work, and an excellent prospect for anyone looking to further their career.

I hope that, after finding out more about our school, you will feel encouraged to apply for this post.

Yours faithfully,

Mrs Anna Ellison

Headteacher



School Mission Statement and Aims

Respecting each other,
Expecting our best,
Learning in a happy school.

'Taking PRIDE in all we do'

Positivity, Respect, Inclusivity, Determination and Excellence.

We feel it is our task to identify the needs of pupils and help them to

- Develop values and attitudes such as self-respect, curiosity, open-mindedness, justice and fairness;
- Develop skills for intellectual, physical, emotional and social learning;
- Acquire knowledge in a way that encourages concept formation, independent learning and self-assessment;
- Be properly equipped with the skills they will need to have control over their own lives and environment, and to be able to take a positive role in the community;
- Acquire the skills and knowledge necessary for now and for their future family, community and work roles;
- Begin to understand the complex world in which they live;
- Become aware of their environment, locally, nationally and globally, of its ecological importance and the influences of human beings upon it;
- Appreciate, and develop the confidence to contribute to human achievements;
- Value and have confidence in themselves, to care for others and recognise our human interdependence as individuals, groups and nations;
- Learn important social skills through interaction with others, thus enabling them to take responsibility for their own actions and become aware that these have an effect on the wider environment.

At Weetwood Primary School:

- We promote a love of learning within a safe and happy school, in which every person is included and special.
- We provide a creative and challenging curriculum in order to develop children's confidence, self-esteem and academic achievement.
- We work in partnership with governors, parents and our local community and celebrate success in all we do.
- We aim for all pupils to feel secure and happy, with a view to fulfilling their true potential. We believe that happy children learn well.
- We aim to create an environment where children develop the confidence to think for themselves, develop independence and enjoy their time at school.
- We encourage the children to be actively involved in developing learning skills and ideas, in order that they can work and achieve to the best of their ability.
- All children are set challenging, yet achievable targets and play an active role in evaluating their progress.
- We aim to teach the following values to the children throughout their journey at Weetwood.



The Application Process

Interested candidates are welcome to contact Miss Hobman for further information on the post on 0113 3230450 or at bursar@weetwoodprimary.co.uk.

Visit our website www.weetwoodprimary.co.uk for more information about Weetwood Primary School.

Shortlisted candidates are welcome to visit the school.

How do I apply?

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer; if you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post in a covering letter of no longer than one side of A4 detailing your experience and why you are an ideal candidate.

CVs are not accepted as part of the application process.

Where and when do I need to send my completed application?

Your completed application form and covering letter should be emailed to bursar@weetwoodprimary.co.uk

Closing date: Sunday 28 June 2026 at 00:00 (midnight)

Observation Session in Club: Week commencing 29 June 2026

Interview Date: Week commencing 06 July 2026

Job Start Date: As soon as possible

When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone within 72 hours of the closing date. If you have any queries on any aspect of the application process or need additional information please contact the School Office.



Vacancy Advert:

Post: Playworker – Holiday Club

Salary: NJC Grade A SCP 3 (£13.45 p/hour)

Contract Type: Casual – School Holidays

Responsible To: Weetwood Out of School (WOOSC) Manager

If you are passionate about working with children and families and want to join a kind, caring and nurturing school- this is the job for you!

Are you looking for an exciting challenge or some experience of working in a school? We are seeking to appoint a Playworker to join our fantastic team.

We are looking for someone who is:

- Has experience of working with primary aged children who have a wide range of abilities;
- Has high expectations of attainment and behaviour;
- Has a sense of humour and a love of children;
- Is flexible, proactive and has good interpersonal skills;
- Has a passion for sports or arts that can be used in your work with children;

...then we want to hear from you.

We can offer:

- A supportive team of dedicated, friendly staff;
- An opportunity to develop your role through training and working with other experienced practitioners;
- Kind, friendly and enthusiastic children.



Enhanced Disclosure:

Thank you for your interest in this post at Weetwood Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the school complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

If your application is shortlisted for interview, you will be required to complete a self-disclosure form which must be returned to us at least one day prior to interview. If we do not receive this, we reserve the right to withdraw the offer of interview. If your application is successful and proceeds to conditional offer stage, you will receive further information on how to complete the Enhanced Disclosure.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.



Job Description

Post: Playworker – Holiday Club

Job Purpose: To support the WOOSC Manager in ensuring that Weetwood Out of School Club provides high quality childcare, within a positive, safe and happy environment, in line with the policies and procedures of the Club and Weetwood Primary School.

To assist in the planning and preparation of a programme of activities and in the completion of all relevant paperwork and administration. The post holder will undertake duties under the direction of the WOOSC Manager.

MAIN DUTIES AND RESPONSIBILITIES

Quality Child Care

To assist the WOOSC Manager in ensuring:

1. Helping to plan a wide variety of activities to stimulate and support children's intellectual, emotional, physical, social, language and play development.
2. Listening to, encouraging, enabling, stimulating the children and ensuring their safe keeping.
3. Providing good quality, nutritious and attractive food and refreshments for the children prepared according to set standards of hygiene.
4. Contributing to and implementing the Club policies especially those on equal opportunities.

Health & Safety

To assist the WOOSC Manager in ensuring a safe environment for children and adults in the Club including:

5. Helping to ensure that equipment is well maintained and safe to use.
6. Ensuring that good hygiene standards are kept.
7. Ensuring that all safety procedures (including child protection) are followed.
8. Dealing with any accidents and emergencies according to the policies and procedures of the Club and the school.
9. Helping to ensure that the first aid box is appropriately stocked and regularly replenished.
10. Preparing and fully setting out the Club before children arrive and tidying up after the children leave.

Administration and Other Duties

11. To assist with administration as directed by the WOOSC Manager.
12. Assisting with marketing and promotion of the club as directed.



13. Attending relevant meeting and training events as directed.
14. Keeping completely confidential any information relating to children, their families, Governors and staff which is learnt as part of the job and in line with confidentiality policy.

Relationships with Parents and the Wider Community

15. Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the club.
16. Delivering a high level of customer service to parents and carers.
17. Advising the WOOSC Manager and Deputy WOOSC Manager of any matter requiring attention, such as concerns about a child, or equipment needing repair or replacement.

Whole School Support

18. Be aware of and comply with school and Leeds City Council policies and procedures such as child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
19. Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.
20. Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual(s) involved understand it is unacceptable.
21. To contribute to the overall ethos, work and aims of the school.
22. To appreciate and support the role of other professionals in school and from outside agencies, and to attend relevant meetings as required.
23. To participate in training and other CPD opportunities and Performance Management as required.
24. To carry out any other reasonable duties or tasks as directed by the Headteacher, following discussions with the staff concerned.

Professional Development

25. Take responsibility for personal professional development and engage fully in appraisal processes and training opportunities.

Personal and Professional Conduct

26. Demonstrate consistently high standards of professional behaviour, acting as a positive role model for staff, children and families.
27. Maintain confidentiality and handle sensitive information with discretion and integrity.



28. Exercise sound judgement, ensuring the welfare and safety of children is always the highest priority.
29. Communicate professionally and respectfully with colleagues, parents, carers and external agencies.
30. Demonstrate reliability, punctuality and a strong commitment to high-quality provision.
31. Comply with school and Leeds City Council policies, including safeguarding, child protection, health and safety, confidentiality, and data protection.
32. Contribute positively to the school's ethos, aims, and wider activities, including attending meetings and training events.
33. Promote equality, celebrate diversity, and challenge discrimination, bullying, harassment, or victimisation in line with school and council policies.

Safeguarding

34. Work in accordance with statutory safeguarding guidance and the school's safeguarding and child protection policies.
35. Collaborate with the Designated Safeguarding Lead (DSL) to promote pupils' welfare and share concerns appropriately.
36. Take responsibility for safeguarding all pupils and following child protection procedures.

Additional Responsibilities

The duties listed are not exhaustive and may be amended or supplemented to reflect the needs of the school and the grade of the post.



Personal Specification

Essential Requirements:

It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate.

Criteria	Qualities
Qualifications and Experience	<ul style="list-style-type: none">• Minimum GCSE English and Maths (or equivalent) grade C or above.• Enhanced DBS clearance (or willingness to undergo the check).• First Aid knowledge or training (or willingness to undertake training).
Skills and Knowledge	<ul style="list-style-type: none">• Good numeracy, literacy and communication skills.• Ability to use basic technology – computer, video, photocopier.
Personal Qualities	<ul style="list-style-type: none">• Ability to maintain a safe, calm and happy approach.• Ability to relate well to children and adults and work constructively as part of a team.

Desirable Requirements:

Criteria	Qualities
Qualifications and Experience	<ul style="list-style-type: none">• Experience working with children and young people in some capacity.• Experience of delivery in sports or the arts to young people.