



St Oswald's C of E Primary School
COLLABORATIVE LEARNING TRUST



PLAYWORKER

INFORMATION FOR APPLICANTS

NJC Grade A2 Scale Point 3
(£12.85 Per Hour, Plus 13.5% Holiday Pay)

Casual

Fixed Term Until 31st August 2027

Required 1st September 2026



COLLABORATIVE
LEARNING TRUST

Working Together to Secure Success

PLAYWORKER

Location: St Oswald's C of E Primary School

Contract: Casual
Fixed Term Until 31st August 2027

Closing Date: Friday 3rd July 2026

Selection Day: To be confirmed

PLAYWORKER

Thank you for your enquiry regarding this post.

Please look on the school's website [St Oswald's C of E Primary School](#) for more information about the school and for relevant policies e.g. safeguarding and child protection.

You will find in this booklet:

- Information about the post, school and the Trust
- Information from the Headteacher
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact Nicki Towers, Office Manager at the school:

Nicola.Towers@stoswaldsleeds.org

The closing date for applications is **Friday 3rd July 2026**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately, and a selection day is to be confirmed.

Following the closing date, a recruitment panel will review the information provided and consider how well it matches the person specification. Shortlisted candidates will then be invited in for interview and references taken.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

All Collaborative Learning Trust schools are non-smoking/vaping sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

INFORMATION ABOUT THE POST

St Oswald's CofE Primary School are looking for an enthusiastic and flexible playworker to work in our before and after school club in term time and the holiday club out of term. Shifts can be flexible to work around other commitments.

INFORMATION FROM THE HEADTEACHER ST OSWALD'S C OF E PRIMARY SCHOOL

Dear Applicant,

Thank you for your interest in becoming our new Playworker. It is an exciting time to be part of St Oswald's Church of England Primary School, after we joined the Collaborative Learning Trust on 1st March 2026.

St Oswald's Church of England Primary School has been at the heart of our community for many years, yet our passion for providing the very best education, underpinned by a strong Christian ethos, remains undiminished. We seek not only to support our children to achieve outstanding academic standards but also to encourage strong personal development so that they have the skills, characteristics and capability to make the most of their learning both here and in the wider world. In all we do we work towards enabling the children to become rounded, positive members of today's world, with the self-belief, confidence and determination to make their unique contribution to our community and beyond.

If you would like to learn more about life at St Oswald's Church of England Primary School, please explore our website.

Matilda Brown
Headteacher

INFORMATION ABOUT COLLABORATIVE LEARNING TRUST

Currently the Trust comprises:

1. Prince Henry's Grammar School, Otley, Leeds
2. Bramhope Primary School, Bramhope, Leeds
3. St Mary's Church of England Primary Academy, Hunslet, Leeds
4. Micklefield Church of England Primary Academy, Micklefield, Leeds
5. All Saints Church of England Primary School, Little Horton Green, Bradford
6. Trinity All Saints Church of England Primary School, Bingley
7. Ashfield Primary School, Otley, Leeds
8. St Oswald's Church of England Primary School, Guiseley, Leeds
9. The Whartons Primary School, Otley, Leeds

VISION

The Collaborative Learning Trust will be recognised as a highly successful learning community that provides outstanding, sustainable, and inclusive 'nursery to 19' education for young people of all abilities. Students will leave Collaborative Learning Trust schools having enjoyed their education and developed into lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to, and succeed in, our 21st century society.

Our vision is underpinned by the following values:

- **Education for the common good of the whole community** – supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society
- **Education for dignity and respect** – a focus on equality for all, trust, integrity, respect and an appreciation of diversity
- **Education for wisdom, knowledge and skills** – high quality teaching and learning designed to secure the 'all round' education of young people and engender a passion and enthusiasm for learning
- **Education for hope and aspiration** – a culture of aspiration and success (in students, staff and governance)

This will be achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision
- Strong ethical leadership and behaviour at all levels
- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools
- Effective staff professional development and opportunities for excellent practitioners to develop their career

'We as a Trust have signed up to the Yorkshire and Humber climate action pledge, making a commitment to protecting the climate and nature'

COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

The Collaborative Learning Trust promotes employee wellbeing across all of our schools. One of the many ways we implement this is through our fantastic employee benefits which include:

Employee Assistance Programme:

A 24/7 confidential advice and counselling helpline available at no cost to all employees.

Pension Scheme:

We offer a fantastic teaching and support staff pension scheme.

Cycle to work scheme:

Spread the cost of a new bike over 12 or 24 months through salary sacrifice (terms and conditions apply).

Home and Tech scheme:

Spread the cost of a Curry's or Ikea gift card over 12 months through salary sacrifice (terms and conditions apply).

bYond:

A pre-paid card that lets you earn cashback when shopping at your favourite stores.

Extras discounts:

Save up to 10% on the upfront cost of a wide range of big-brand gift cards.

Tastecard Promotions:

Discount on an annual subscription which allows you to save up to 50% off at hundreds of participating restaurants.

RAC Membership Cover:

A 12-month salary sacrifice offering different levels of cover options for up to 4 vehicles (terms and conditions apply).

JOB DESCRIPTION: PLAYWORKER

Name:	
Job Title:	Playworker
Salary Grade:	NJC Grade A2 Scale Point 3 (£12.85 Per Hour, Plus 13.5% Holiday Pay)
Contract Type:	Flexible Fixed term Until 31st August 2027
Responsible to:	Out of School Club Manager

PURPOSE OF ROLE

To provide care and supervision for pupils out of school hours. To assist the team in the delivery of age and need appropriate activities

Main Duties:

- Setting up area and activities needed ahead of the sessions
- Basic food preparation e.g. clean and chop fruit, make toast or other simple snacks
- Ensure the health and safety of pupils in your care at all times, such as know who has gone to the toilet and ensure any potential dangers such as spillages are cleaned up etc.
- Ensure standards for healthy eating and table manners are maintained
- Lead the children in the establishment of suitable games/activities, ensuring the inclusion of all pupils
- Report accidents to the manager and complete an accident form if necessary
- Ensure that school behaviour management policies are implemented
- Respond to duty delegation as required by the manager
- Record inappropriate pupil behaviour and convey serious incidents to the manager
- Ensure that all equipment is cleaned and stored away, as necessary at the end of the session

General duties:

- To treat all information relating to families as confidential
- To ensure promotion and support of Equal Opportunities and Health & Safety

- To be aware of and comply with policies and procedures relating to child protection and safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To undertake any other reasonable duties as commensurate with the post as determined by the Headteacher.

HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

SAFEGUARDING

Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.

In line with KCSiE 2025, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

Signed

Date

PERSON SPECIFICATION – PLAYWORKER

Title of Post	PLAYWORKER		
Specification Prepared By	HR		
Date	June 2026		
Qualifications		Essential/ Desirable (E/D)	How identified
1.	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths	D	Application and Selection process
Experience and Professional Development		Essential/ Desirable (E/D)	How identified
1.	Experience working in a school environment or other educational setting	D	Application and Selection process
Knowledge		Essential/ Desirable (E/D)	How identified
1.	Experience of dealing with queries from a wide range of people	E	Application and Selection process
2.	Experience of working as part of a team	E	
3.	Experience of organising work tasks and duties to meet appropriate service standards	E	
4.	Working with or caring for children of relevant age	D	
5.	Basic childcare and health and safety knowledge	D	
6.	Appropriate knowledge of first aid	D	
Skills and Abilities		Essential/ Desirable (E/D)	How identified
1.	Ability to relate well to children and adults	E	

2.	Ability to work constructively as part of a team	E	Application and Selection process
3.	Ability to maintain a safe, calm and happy approach	E	
4.	Basic Numeracy skills	E	
Personal Attributes		Essential/ Desirable (E/D)	How identified
1.	A commitment to positive teamwork and collaboration to achieve results	E	Application and Selection process
2.	A commitment to continuing professional development	E	
3.	A high standard of professional appearance	E	
4.	Adaptability to changing circumstances and new ideas	E	
5.	A sense of humour and perspective	E	
6.	Excellent interpersonal skills, approachable to all members of the Trust	E	
7.	An appetite and stamina for challenging work	E	
8.	A solution-focused mindset and determined "no excuses" approach to raising standards	E	
9.	Commitment to upholding the schools' and the Trust's ethos, values, policies and procedures	E	
Equal Opportunities		Essential/ Desirable (E/D)	How identified
1.	Acceptance of, and a commitment to, the principles of the schools' and the Trust's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
Safeguarding		Essential/ Desirable (E/D)	How identified

1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
Personal Circumstances		Essential/ Desirable (E/D)	How identified
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration
4.	Willingness to work additional hours, occasionally, if required for the successful operation of the Trust	D	

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GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

REFERENCES

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

EMPLOYMENT HISTORY

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g. Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

EDUCATION HISTORY

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:1. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

OTHER COURSES OR PROFESSIONAL DEVELOPMENT

Please include any professional development that may be relevant including dates and grades obtained.

INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills & Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service (DBS) check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support.
- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



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01943 873570
office@stoswaldsleeds.org
www.stoswaldsleeds.org
The Green, Guiseley
Leeds
LS20 9BT



A PROUD PART OF
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