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Alexandra
Primary School

Extended School Staff Applicant Pack

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Welcome

Dear Applicant,

Thank you for your interest in joining the team at Alexandra Primary School. The school is a two-form entry primary, having grown from a three-form entry infant school. As part of our growth into a primary school, new KS2 accommodation was built including new classrooms, learning zone, additional groups spaces and a KS2 library. This accommodation was completed in September 2017.

Alexandra was rated outstanding by Ofsted in July 2023 and is an inclusive school with high expectations and aspirations for every pupil. We work closely with pupils and parents to develop our school values and these shape our philosophy, practice, and the experience of our pupils. We provide a safe, stimulating environment for our learners and a broad and creative curriculum that provides opportunities for each child. Our curriculum places an emphasis upon experiential learning and includes forest school provision. We have a broad range of extra-curricular activities for our pupils and provide very well attended breakfast and after-school clubs.

The role at Alexandra will be varied. We are looking for colleagues who share our passion, our ethos and expectations, who are positive and have the flexibility needed in a busy school. New staff are warmly welcomed to Alexandra and we will help you to settle quickly into our school. As a school striving for excellence, we expect all staff to continue to develop professionally and will offer training where needed.

Our staff are committed to supporting and developing each pupil within our care. The school is a very positive place to work, with a strong 'can do' attitude and a core belief that every child can and will succeed as a result of receiving an outstanding primary education at Alexandra Primary School. We pride ourselves on our team ethic, our availability to parents, and our willingness to learn new skills and approaches to help our pupils achieve more

I hope that you are excited to find out more about our school and I look forward to receiving your application. The closing date is Monday 21st September 2026 at 9:00am. We reserve the right to close this advert or vacancy early if we receive sufficient applications or a suitable candidate is found. Interview date to be confirmed.

Yours sincerely,



Ed Lockwood
Headteacher

Job advertisement

Extended School Staff

We have an exciting opportunity for a part-time Extended School Staff to join our Breakfast Club and After School Club teams as soon as possible.

Please see the Applicant Pack for further details.

Contract: Fixed-term until 31st August 2027, part-time, term-time only.

10 working hours per week:

Tuesday, Wednesday and Thursday: 3:00pm to 6:00pm

Friday: 7:30am to 8:30am

Salary: Grade C, Point 3 - Point 5, depending on experience.

Full-Time Equivalent Salary: £28,617 - £29,436 per annum.

Actual salary: £6,817 - £7,012 per annum, depending on experience.

We are located close to Richmond Park and are known for our positive culture of inclusion, achievement, kindness and belonging.

We can offer you:

- An inclusive, thriving and welcoming school, rated outstanding by Ofsted;
- Enthusiastic children with strong behaviour for learning attitudes and engaged parents;
- A stimulating and rewarding role;
- Attractive, new and refurbished premises with excellent facilities;
- A positive and supportive working environment.

Read more about us on our website.

To apply: Submit a completed application form, including a Supporting Statement of no more than 2 sides of A4 stating how you meet the person specification, via MyNewTerm website.
We regret that we cannot consider CVs.

Closing date: **Monday 21st September 2026 at 9:00am**. We reserve the right to close this advert or vacancy early if we receive sufficient applications or a suitable candidate is found.

Interviews: date to be confirmed.

Alexandra Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Alexandra Primary School ensures that all our recruitment and selection practices reflect this commitment. All posts are subject to pre-employment checks, references will be sought and successful candidates will need to undertake an enhanced DBS check. An online search will be conducted on all candidates who are shortlisted for interview.

Application Process

Application form

Please review the Person Specification for the post and ensure that your personal statement reflects on how you meet these requirements in no more than 2 pages of A4. You should also complete the attached application form. We regret that we cannot accept applications that are not made on the official application form. Please make sure that you complete your contact details, including email address, and the names and contact details of two referees.

School visits

We will include a tour of the school on the interview day.

Closing date

The closing date for receipt of applications is **Monday 21st September 2026 at 9:00am**. We reserve the right to close this advert or vacancy early if we receive sufficient applications or a suitable candidate is found.

Please follow the instructions on the advertisement and submit your application via MyNewTerm website.

Shortlisting

We will assess all applications against the Person Specification criteria using the evidence you provide in your application. We will carefully check all applications for anomalies and any gaps in your employment history. Candidates who best meet the Person Specification will be invited to an interview via email.

References

For all candidates, we request two references deemed satisfactory by the school and will contact your referees if you are shortlisted. One referee should be your current or last employer.

Interviews

The interview process will take place at Alexandra Primary School (date to be confirmed). Please provide photographic proof of identity, birth certificate, your right to work in the UK and proof of your NI number and qualifications with you.

Offer of Employment

We will make a verbal offer of employment by telephone followed by an offer letter in writing. Any offer is made subject to references which are deemed satisfactory by the school, satisfactory enhanced DBS check and satisfactory medical check. Each shortlisted candidate will be notified of the outcome of the selection process.

Data Protection Act 2018

The information you have provided will be stored on the school's secure database and will only be used to process your application. It will not be passed to any other organisation.

Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. An online search will be carried out on all shortlisted candidates. The successful candidate will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Alexandra Primary School
ALEXANDRA PRIMARY SCHOOL

JOB DESCRIPTION

EXTENDED SCHOOL STAFF	
<u>Scale:</u>	Grade C
<u>Responsible to:</u>	Extended School Supervisor / Deputy Head
<u>Important Internal Relationships:</u>	Headteacher, Senior Leadership Team, teaching and support staff, pupils at Extended School Club
<u>Important External Relationships:</u>	Parents and carers

MAIN PURPOSE OF JOB

Work under the supervision of the Extended School Supervisor or Deputy Head to provide a safe and enjoyable extended school programme (Breakfast Club and After School Club). Lead a small group of children in a play activity, as directed. Supervise the children during their meal and set up and tidy up as required.

MAIN RESPONSIBILITIES

Support for Pupils

- Collect children from their classrooms, bring children to the Extended School area and register their attendance.
- Supervise children within the school and playground.
- Establish positive constructive relationships with pupils of a professional not familiar nature.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in one of the supervised activities.
- Lead a small group of children in a play activity.
- Remind children to follow the school behaviour rules and set a good example.
- Encourage children to be independent.
- Set up dining area including setting out tables and chairs.
- Supervise children within the dining area, ensuring that it is left in a clean and tidy condition.
- Sit down with the children to share their meal time, acting as a positive role model for social interaction and table manners.
- Encourage children to eat their meal and notify the Extended School Supervisor or Deputy Head of any eating concerns with individual children.
- Clean dining area including tables, chairs and floor and dispose of waste.

- Alert the Extended School Supervisor or Deputy Head to any children who are sick, distressed, injured or unsettled or who need help with their personal needs.
- Undertake any other duties as may reasonably be expected.

Support for the School

- Be aware of and comply with school policies, particularly procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Headteacher or Deputy Head.
- Be aware of and support diversity and inclusion.
- Contribute to the overall ethos of the school.
- Participate in appraisal meetings and training as required.

ALEXANDRA PRIMARY SCHOOL

PERSON SPECIFICATION

EXTENDED SCHOOL STAFF

	Essential	Desirable
Experience:	• Experience of working with children of relevant age. • Experience of working in a team.	• Experience of working in a school environment.
Qualifications/Training:	• GCSE level education.	• GCSE English and Maths at grade C or above. • First aid training.
Knowledge/Skills:	• Ability to relate well to children and adults. • Ability to communicate clearly and effectively both with children and adults. • Able to complete tasks in a timely fashion. • Reliable, discreet and professional. • Able to be flexible, prioritise and use initiative. • Able to maintain confidentiality at all times. • Enjoy working with a team of people. • Friendly and approachable personality.	

When completing your statement of application you should ensure that you provide supporting evidence of how you meet the criteria through reference to recent work or other relevant experience.

Criteria will be further tested later in the process through interviews and other tasks.