



**Inspire, Transform, Together**



## **RECRUITMENT PACK**

**After School Club Leader  
St Ives Primary & Nursery School**





# Welcome to The Heath Academy Trust

## and thank you for your interest in joining us.

The Trust is a collaborative group of six primary and first schools, providing inspiring education for pupils from nursery to 11 years in East Dorset. We aim to ensure excellent learning outcomes for our pupils within a framework of strong collaboration and robust school to school support.

### **This recruitment pack includes:**

#### **Our School**

A brief outline of who we are and what we do. To find out more about us, visit our school website: <https://www.stivesprimary.com/>

#### **Job Advert and How to Apply**

Please ensure that you complete the online application form via the link on Dorset for You, providing email and telephone contact details for all referees. CVs will not be accepted or considered.

#### **Job Description and Person Specification**

The job description and person specification will provide you with a clear idea of the role you are applying for. When completing your application, we ask that you relate your experience and skills to these documents to demonstrate your suitability for the role.

#### **The Trust's Vision Statement and Values**

We would like to take this opportunity to share our visions and values with you. To find out more about the Trust, please visit our website: <https://heathacademytrust.co.uk>

### **General Information**

#### **Equal Opportunities**

The Heath Academy Trust and St Ives Primary & Nursery School are committed to equal opportunities and an Equal Opportunities Monitoring Form is included as part of the application form.

#### **Safeguarding**

The Heath Academy Trust and St Ives Primary & Nursery School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced security check performed by the Disclosure & Barring Service in line with the Government's safer recruitment guidelines and will be offered the position subject to this and satisfactory references.

#### **Visits to the School**

Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01425 475478** to arrange your visit or to discuss the post further.



# St Ives Primary & Nursery School

**“Inspiring bright futures and minds.”**

St Ives Primary & Nursery School is an extremely happy school, providing a caring environment in which each individual is truly valued. A dedicated, well-qualified teaching staff provides an excellent education, whilst a wealth of extra-curricular opportunities helps children to develop their talents to the full. At St Ives, high expectations underpin all that is undertaken. Forward looking in our approach, we are committed to preparing young people for an ever-changing world.

We want our children to feel cared for and valued and, in turn, to care for and value others. We want all the children here to feel really good about themselves because we know that happy, confident children will both do the best they can, and be the best they can.

The beautiful location and excellent facilities play their part too, but it is the quality of relationships throughout the school that creates such a welcoming environment, for children and parents alike.

The staff and children promote these values through our school moto:

**Inspiring bright futures and minds.**

Respect, Teamwork, Manners, Resilience, Happiness, Unique, Independence, Aspiration



# Job Advert



<b>Job Title:</b>	<b>After School Club Leader</b>
<b>School Name:</b>	St Ives Primary and Nursery School
<b>Location:</b>	Sandy Lane, St Ives, Ringwood, BH24 2LE
<b>Contract Type:</b>	1 year fixed term contract, with the possibility to extend 16.25 hours per week, term time only 2.45pm to 6.00pm (Monday to Friday inclusive)
<b>Salary Range:</b>	Dorset Grade 10, SP24 to SP29 (£35,412 to £39,862 FTE)
<b>Pension:</b>	Local Government Pension Scheme
<b>Contact:</b>	Laura Crossley – Head Teacher E: <a href="mailto:office@stivesprimary.com">office@stivesprimary.com</a> T: 01425 475478
<b>Closing Date:</b>	<b>Friday 23 January 2026 (midday)</b>
<b>Interview Date:</b>	TBA
<b>Start Date:</b>	Monday 23 February 2026

**The Heath Academy Trust and St Ives Primary and Nursery School** are looking for a **happy, enthusiastic and passionate person to lead our After School Club team**. We are seeking to appoint an organised and enthusiastic person who will take overall responsibility for the running of the school after school club and will be directly responsible for the day to day organisation of the planning and delivery of activities for children.

This role will include supporting the staff, maintaining the strong relationship we have with the school staff, being approachable to our parents and above all provide a safe, caring, stimulating and fun environment for the children in our care. The St Ives After School leader will be employed by the school and will have full support from the school leadership team and staff.

The ideal candidate must have a least a level 3 qualification in Playwork or Childcare – with a level 4 qualification in Childcare being desirable. Applicants for this public-facing post will need to demonstrate the ability to converse and provide effective help or advice, fluently in written and spoken English.

#### **St Ives Primary and Nursery School can offer you:**

- The chance to work in a small, friendly primary school set in a beautiful location
- The opportunity to work with committed experienced colleagues

Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01425 475478** to arrange your visit or discuss the post further. Further details about this role can be found on the job description and person specification included in this recruitment pack and more information about the school can be found on our website: [www.stivesprimary.com](http://www.stivesprimary.com).

In line with Keeping Children Safe in Education, all applications must be completed via the online application form. CVs will not be accepted or considered. References will be sought prior to the interview. Please ensure referees are able to provide a full reference rather than a standard statement of employment time. You should provide the email and telephone contact details for all referees – thank you.

The Heath Academy Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. As part of the safer recruitment check, online searches will be conducted for all shortlisted candidates. The search will be purely based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>



# Job Description



Job Title:	<b>After School Club Leader</b>
Location:	St Ives Primary and Nursery School
Reporting To:	Head Teacher
Hours:	16.25 hours per week, term time only 2.45pm to 6.00pm (Monday to Friday inclusive)
Salary Range:	Dorset Grade 10, SP24 to SP29 (£35,412 to £39,862 FTE)

## Main Purpose of Job:

- Assume full responsibility for the operational management and co-ordination of the childcare provision, including staff, children, equipment, marketing and promotion, planning and implementation of EYFS.
- To assist the Manager with the development and delivery of the Children's Centre Programme and assume full responsibility for the day to day management of the Children's Centre in the Manager's absence.

## Main Responsibilities and Duties:

- Establish and develop suitable policies and procedures as required, working towards an outstanding level of care and education for all children.
- Ensure the financial viability of childcare provision by setting and collecting appropriate fees and monitoring budgets.
- Maintain appropriate child:staff ratios, making arrangements to cover appropriately for absent staff members.
- Take responsibility for promoting and safeguarding the welfare of all children ensuring that all staff are familiar with and work to the Safe Guarding Children Child Protection procedures.
- Attend regular management meetings, producing reports as requested and contributing to the overall strategic direction of the childcare facility.
- Liaise with representatives of the Senior Leadership Team of the school to ensure close working partnerships and continuity of high standards.
- Liaise with parents and carers over the care of children, meet prospective parents, and ensure a smooth induction for new children.
- Maintain appropriate records on each child to meet Ofsted requirements and ensure information is recorded and shared with parents on a daily basis.
- Be involved in the appointment and training of the staff team adhering to Safer Recruitment guidelines.
- To supervise and Co-ordinate staff in the delivery of the EYFS, ensuring that activities and planning have incorporated the development stages of individual children.
- Through regular work reviews identify training needs of the staff team and implement and evaluate a training programme to satisfy operation of best practice together with personal development.
- Operate within agreed budgets and maintain accurate financial records.
- Promote the childcare facility to local companies and other agencies to secure high occupancy and efficiency and effective development of the provision of childcare facilities.
- Co-ordinate the allocation of places and maintain waiting lists.
- Implement and maintain a system to ensure the health and safety of children and staff at all times. Maintain appropriate records and supply statistics as requested.
- To liaise with other professionals and organisations that support families with young children and attend inter-agency meetings as appropriate.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

## Knowledge and Skills

- To hold a minimum of Level 3 qualification in Playwork or Childcare
- Substantial experience of working within childcare at a senior level.

- Experience of working within a childcare setting at a senior level including an understanding of out of school provision.
- Advanced training and qualifications in childcare, child development or early years education will be a distinct advantage.
- Sound interpersonal, leadership, management and supervisory skills, supported by recognised specialist training are required to manage the personnel and resources available.
- Understanding of the need for confidentiality.
- Willingness to keep up to date with changing government policy in education.
- To have a thorough knowledge and understanding of the EYFS.
- To have a commitment to working in partnership with parents/carers and other professionals.
- To be committed to equality of opportunity for all.
- Ability to communicate with a wide range of people.
- Ability to lead by example.

### **Supervision and Management**

- The After School Club Leader will be responsible for the line management of other members of the After School Club team.
- The After School Club operates in line with the primary school; under the leadership and management of the Head Teacher.

### **Problem Solving and Creativity**

- The effective and efficient deployment and use of all staff and resources to ensure the provision of high quality after school club facilities.
- Develop team improvement plans as necessary.
- Develop and implement a marketing plan for the full range of childcare services.
- On a daily basis, within prescribed guidelines, develop a range of strategies to engage individuals and groups of children, often with differing requirements.

### **Key Contacts and Relationships**

- Contact with parents and staff regarding children's needs, progress and development including contact with outside agencies in the overall support to individual children's development and care and in the development of an inclusive learning agenda for schools.

### **Decision Making**

- The development and review of strategies, policies, guidelines and rules and to decide on when and how to apply a range of strategies for the benefit of children in relation to their education activities, behaviour and care. These decisions often have to be made immediately to deal with the situation presented.
- There will often be the need to make immediate decisions in relation to the immediate care, control and safety of children.
- Decisions are made on the day to day deployment of staff and resources.

### **Working Environment**

- Regular periods of the working day will be spent standing, with periods of crouching/bending to engage children in activities
- There are physical risks associated with intervention in incidents of challenging behaviour, including aggression, which are encountered with children.



# Person Specification



Job Title:	After School Club Leader
Location:	St Ives Primary and Nursery School
Reporting To:	Head Teacher
Hours:	16.25 hours per week, term time only 2.45pm to 6.00pm (Monday to Friday inclusive)
Salary Range:	Dorset Grade 10, SP24 to SP29 (£35,412 to £39,862 FTE))

Criteria	Essential	Desirable	How Identified
<b>Education/Qualifications</b>			
NVQ3 qualification in Playwork/Childcare	✓		Application form
NVQ4 qualification in Childcare		✓	
Willingness to undertake further training		✓	
5 GCSEs including English and Mathematics to grade C or above (or equivalent)		✓	
Paediatric First Aid Certificate		✓	
Designated Child Protection Level 3		✓	
Food Hygiene Certificate		✓	
<b>Experience</b>			
Experience of working with 4 to 11 year olds	✓		Application form & references
Experience of working in an outstanding child care or school setting		✓	
Experience of working in a supervisory and/or management capacity	✓		
Experience with administration	✓		
<b>Attributes</b>			
Calm, patient, caring, firm, fair, adaptable, confidential	✓		Interview
<b>Inclusion</b>			
Commitment to inclusion for all pupils	✓		Application form & interview
Experience of children with SEN or EAL		✓	
<b>Teamwork</b>			
Willingness and ability to work as part of a strong school team	✓		Interview
Experience of working across nursery and primary school age range		✓	
<b>Safeguarding</b>			
DBS enhanced clearance (post interview)	✓		Application form & references
Safeguarding training and an understanding of safer working practices		✓	

<b>Communication</b>			
Good verbal communication skills with parents/carers and other professionals	✓		Application form & interview
Good written communication in standard English	✓		
Knowledge and experience of IT programs to support learning and communication		✓	
<b>Curriculum and Learning</b>			
Understanding of the EYFS curriculum and assessment	✓		Interview
Understanding of the primary National Curriculum		✓	

# Our Vision Statement and Values

## Who We Are

On 1 December 2015, six schools in East Dorset formally joined together to create The Heath Academy Trust providing education for pupils from nursery up to the age of 11 in East Dorset. These successful schools had worked collaboratively for several years and combined in order to capitalise on the benefits of being in a multi-academy trust in enhancing the learning experience for all pupils. The schools within the Trust are committed to improving teaching and learning.

The six schools are:

St Ives Primary and Nursery School  
St James' CE First Schools and Nursery, Alderholt  
St Mary's CE First School and Nursery, West Moors  
Oakhurst Community First and Nursery School, West Moors  
Sixpenny Handley First School and Nursery  
Three Legged Cross First and Nursery School

## Our Vision Statement

The Trust aims to provide a high quality, inclusive and effective learning environment producing an excellent performance from our children, and to engender a love of learning and a passion for excellence in all areas of school life. We will define a culture of high aspiration, to champion equality for all children and support clear lines of accountability, underpinned by strong, tailored school improvement and management systems within a professional learning environment.

## Our Values

- Inspire
- Transform
- Together

