

Lady Katherine Leveson CE Primary School
Fen End Road West
Temple Balsall
Knowle
B93 0AN

Job Description

Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

LADY KATHERINE LEVESON CE PRIMARY SCHOOL

Job Title: Lady K Kids Club – Before School Play Practitioner (Wraparound)

Reporting to Lady K Kids Club Manager and Headteacher

Salary: Band 2, Point 5 £3673.98 actual per annum (**£25,583.00 FTE**)

Working Hours: 7.30am – 8.45am Monday-Friday, 38 weeks Term-time only (excluding Inset days) 1.25 hrs per day, 6.25 hrs per week

Contract: Fixed Term Contract until 31/08/2026

Core purpose: To work with all setting staff to ensure that a caring and stimulating environment is provided for children. To be aware of and respond appropriately to the individual needs of children in your care - this will be in close and full conjunction with the Manager and Leaders of Lady K Kids Club.


Overview

- To promote child initiated play and learning
- To maintain children's records
- To ensure facility is ready for use (including the setting-up and clearing away of resources)
- To establish and maintain positive relationships with children and their families in a way that values parental involvement
- To provide a service that respects children's life experiences and celebrates diversity; in terms of language, culture, ability, race and religion
- To carry out any other duties which will be seen to enhance the work of the organisation
- To safeguard children and adhere to and promote health & safety
- To adhere to and promote all school policies

Safeguarding

Lady Katherine Leveson CE School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible or comes into contact with.

Please refer to our Safeguarding policy via the link below



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<https://ladyk.bdmat.org.uk/wp-content/uploads/2025/07/Child-Protection-Safeguarding-Policy-July-2025-.pdf>

Buildings & Equipment

The post holder is responsible for the handling and safe use of indoor/outdoor play equipment and reporting loss or damage to the relevant staff.

Health & Safety

The post holder will be responsible for their own personal health and safety and that of the children in their care. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health & Safety and Safeguarding policies.

Policies & procedures

The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Equal Opportunities

School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

Training & Development

- The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify and contribute to job-related development needs.
- There are occasions throughout the year when compulsory training takes place. The applicant will be required to attend these training sessions and will be paid for the hours of attendance.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed. The work of all MATs and schools change and develop continuously which in turn, requires employees to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable, but may change commensurate with the grading of the post. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.

Person Specification

Knowledge/Qualifications and Experience	Essential	Desirable
English GCSE Grade C or equivalent		*
Ability to communicate effectively with children and adults	*	
Able to work positively as part of a team	*	
Good organising and prioritising skills	*	
Able to build appropriate and effective relationships with children and their parents/carers	*	
Basic first aid knowledge		*
First Aid Certificate		*
Able to understand generic and specific needs of children	*	
Able to be patient and tolerant in dealing with children and parents	*	
Experience of working in an early years setting or other suitable experience		*
Ensuring the health, safety and welfare of children	*	
Understanding of child development through play and learning	*	
Operating effective systems for planning, recording, monitoring and evaluating childcare setting		*
Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.	*	
Willingness to work within the Christian framework of BDMAT	*	

