



**After School Club Playleader / Welfare Officer**

# Recruitment Pack





# WELCOME

We are looking for an outstanding Playleader / Welfare Officer to work with children after school. The role will involve supervising children and leading play sessions in the hall or playground after school.

This will be paid for hours worked, typically between 3 and 5.45pm, Monday to Thursday. Additional hours may also be available. Flexibility is required.

# CHURCHFIELD PRIMARY

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Our school is a vibrant, friendly and happy place to learn and work.

We celebrate the diversity of our school community and work to ensure that all of our families feel that their culture is valued and respected.

We put wellbeing at the heart of all we do and our school community is a very happy one.



**RESPECT,  
HONESTY,  
RESPONSIBILITY,  
DETERMINATION  
AND KINDNESS**

*“This is a friendly and welcoming school which pupils are proud to be part of. Leaders are ambitious and have high expectations for pupils, including those with special educational needs and/or disabilities (SEND). Pupils work hard and want to do well.”*

~ Ofsted, November 2022

# KEY INFORMATION

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**Age range:**

3 to 11

**Location:**

Edmonton, London

**School type:**

Academy converter  
Ivy Learning Trust

**Pupils on roll:**

450

**Children eligible for FSM:**

58%

**2025 KS2 results:**

61% achieved expected  
standard (combined)

**Ofsted:**

Good, November 2022



*“Leaders use a range of well-planned strategies to support pupils’ wider development. Sports and arts are at the heart of school life. Leaders organise opportunities for pupils to perform and display their talents. Pupils spoke about the confidence and joy they felt when performing termly poetry recitals for peers.”*

~ Ofsted, November 2022

# JOB DESCRIPTION

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## Overall purpose of the post

- To provide an enjoyable play experience for all children attending the After School Club.
- To be involved in the planning, setting up and packing away of activities.
- To ensure the safety and wellbeing of pupils at all times.

## Main duties and responsibilities

- Alongside other team members, provide appropriate support to pupils to enable them to engage in a range of games and activities.
- Maintain a safe environment through adequate supervision of pupils and follow the procedures set out in the Churchfield Behaviour Policy.
- Observe and monitor pupils, adapting any agreed approach to meet particular needs.
- Support and supervise pupils whilst eating their daily snack.
- Encourage pupils to be involved in appropriate activities taking into account any additional needs of the child.
- Develop methods of promoting and reinforcing children's self-esteem, confidence and independence.
- Enable pupils to have fun and participate in games at their appropriate level.
- Work or play with individuals or small groups of children providing assistance and encouragement.
- Assist in the planning, creation and mounting of displays of pupils' work.
- Provide support and assistance for children's pastoral needs (eg dressing, going to the toilet, caring for sick, injured or distressed children).
- Report as necessary any areas for improvement or concern to the After School Club line manager.
- Maintain daily registers.
- Assist with the setting up, preparation and putting away of resources / equipment.

# JOB DESCRIPTION

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## All staff will:

- Promote equality of opportunity.
- Follow safeguarding guidelines and child protection policy / procedures.
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management / appraisal.
- Promote positive attitudes and behaviour.
- Be committed to achieving the Trust values.
- Promote the Trust in the community.
- Work in partnership with all colleagues including the Trust Board / LGBs.
- Support Codes of Professional Ethics / Safe Practice in the Staff Handbook.
- Have regard for and act in accordance with Health and Safety policy / practice.
- Celebrate success of pupils and staff.

The post holder shall ensure that the duties of the post are undertaken with due regard of the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

## Employees will be expected to:

- Comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children.

# PERSON SPECIFICATION

Criteria	Requirements
<b>Qualifications</b>	An appropriate childcare or play work qualification (NVQ Level 2/3), or the equivalent in experience.
	Completion of DBS forms and a satisfactory clearance being received.
<b>Experience</b>	Experience of working with 4-11 year olds in a play or education environment.
	First aid qualification (or willingness to undertake training).
	Food hygiene certificate (or willingness to obtain).
<b>Skills and knowledge</b>	Excellent communication skills, with both children and staff members and parents.
	Positive and enthusiastic attitude to play.
	Ability to respond calmly and logically to problems or emergencies.
	Ability to use own initiative and judgement.
	Ability to learn from mistakes and communicate clearly when a mistake has been made.
	Flexible and supportive approach to teamwork.
	Ability to foster warm, supportive relationships with children, parents and colleagues while maintaining confidentiality where necessary.

# DETAILS AND TIMELINE

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**Contract Type:**  
Casual, Part-Time

**Salary:**  
Monthly Scale 2

**Closing Date:**  
9 February 2026

**Start Date:**  
ASAP

Churchfield Primary School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced disclosure and medical checks.

## Our Policies:

 [Privacy Notice](#)

 [Code of Conduct](#)

 [Recruitment](#)

 [Safeguarding](#)

*Visits to the school are welcome.*

*Please get in touch to arrange a visit  
or speak with the Headteacher:*

020 8807 2458

[churchfield.office@churchfield.enfield.sch.uk](mailto:churchfield.office@churchfield.enfield.sch.uk)

