

# Afterschool Playleader/Animal Welfare Officer Recruitment Pack







# WELCOME

We are looking for an Afterschool Playleader to join our friendly and supportive team at Churchfield Primary School.

The role will involve supervising children and leading play sessions in the hall or in the playground, after school providing an enjoyable play experience for all children attending the After School Club.

The role will also include looking after the school farm animals including feeding and ensuring all living areas are maintained.

# 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.”*

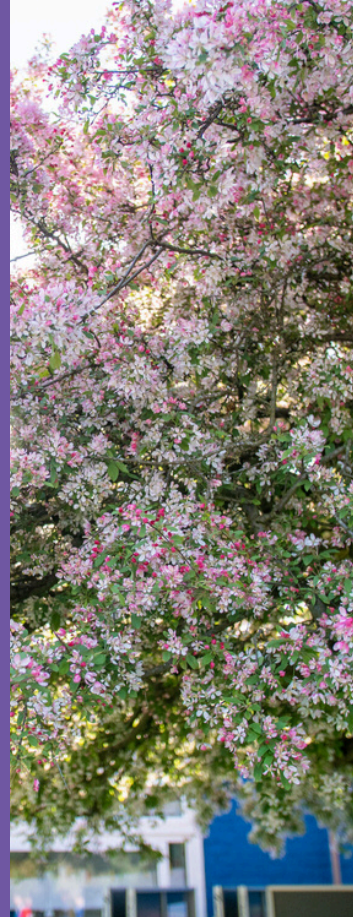
~ Ofsted, November 2022

## Our Vision

Ivy is a charity and our purpose is to provide education for the public benefit.

## We have four guiding principles:

- We are one family of schools.
- Good education is a birthright.
- We make it easy to make a difference.
- Local leaders know their communities best.



Ivy Learning Trust is a family of schools dedicated to giving children a great education. We formed our Trust in 2017 with two Enfield primary schools, Brimsdown and Lavender, in order to formalise the already close working relationship between them. We now have a network of 17 primary schools across North London and Hertfordshire.

This collaboration has enabled our community to benefit from the expertise and talents at each joining school, with leaders sharing successful techniques and innovations. Staff enjoy better access to CPD programmes and opportunities to develop their careers. We are a supportive community, dedicated to ensuring that no one is left behind and that everyone benefits from being part of our Trust.

# OUR SCHOOLS



# 15

*Good or Outstanding*

# 2

*Sponsored Academies*

SCHOOL	LOCATION	JOINED	OFSTED
1. Lavender	Enfield	2017	Good (2025)
2. Brimsdown	Enfield	2017	Good (2023)
3. Churchfield	Enfield	2018	Good (2022)
4. Eastfield	Enfield	2018	Good (2022)
5. Larkspur	Hertfordshire	2018	Good (2023)
6. Walker	Enfield	2019	Good (2023)
7. The Wroxham	Hertfordshire	2019	Good (2024)
8. Woodside	Hertfordshire	2020	Good (2025)
9. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
10. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
11. Peartree	Hertfordshire	2022	Good (2025)
12. Martins Wood	Hertfordshire	2022	Inadequate (2021)
13. Watchlytes	Hertfordshire	2022	Inadequate (2021)
14. Round Diamond	Hertfordshire	2023	Outstanding (2025)
15. Windhill21	Hertfordshire	2024	Outstanding (2025)
16. Richard Whittington	Hertfordshire	2024	Good (2019)
17. De Bohun	Enfield	2025	Good (2020)

*\*Schools inspected since joining Ivy.*

# WORKING AT IVY



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*Staff are overwhelmingly proud to be part of the school community. Regular training helps staff stay sharp and keep ahead of the game. Senior leaders do much to look after staff's wellbeing.*

*~ Ofsted, Crabtree Junior, 2023*

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When you join Ivy, you'll have access to a comprehensive range of benefits, designed to support your career progression and wellbeing. As a Trust, we offer an inclusive work environment, recognise and reward excellence, encourage creativity and support ongoing professional growth.



Employee Assistance Programme with access to free counselling, mental health and financial support



Professional development with defined careers pathways and paid study leave



Tax free childcare scheme and admissions priority for the children of school employees



Pension scheme



National pay in line with STPCD



Flexible working available



Cycle to work scheme



Discounted gym membership



Occupational health service



# JOB DESCRIPTION

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## 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.





## All staff will:

- Promote equality of opportunity.
- Follow safeguarding guidelines and child protection policy / procedures, ensuring that these are prioritised at all times.
- Keep 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.
- Follow the Code of Conduct for Employees at all times.
- Have regard for / act in accordance with Health and Safety policy / practice.
- Celebrate success of pupils and staff.

All schools and services in the Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within the Trust are expected to share this commitment. The post holder shall ensure that the duties of the post are undertaken with due regard to 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 and is not a contract of employment, nor any part of it. Whilst every effort has been made to explain the main duties and responsibilities, 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.
- To work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children.
- To provide emergency back-up cover in the event of staff absence.

This job description has been prepared only for the purpose of school organisation and may change either as a contract changes or as the organisation of Ivy is changed. The post-holder may be required to work in any of the offices / schools / nurseries within Ivy, as directed by the CEO.

# PERSON SPECIFICATION

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Criteria	Requirements
Education and Experience	<ul style="list-style-type: none"><li>• An appropriate childcare or play work qualification (NVQ Level 2/3), or the equivalent in experience.</li><li>• Experience of working with 4-11 year olds in a play or education environment.</li><li>• First aid qualification (or willingness to undertake training).</li><li>• Food hygiene certificate (or willingness to obtain).</li></ul>
Skills and Abilities	<ul style="list-style-type: none"><li>• Excellent communication skills, with both children and staff members and parents.</li><li>• Ability to respond calmly and logically to problems or emergencies.</li><li>• Ability to use own initiative and judgement.</li><li>• Ability to learn from mistakes and communicate clearly when a mistake has been made.</li><li>• Ability to foster warm, supportive relationships with children, parents and colleagues while maintaining confidentiality where necessary.</li></ul>
Personal Attributes	<ul style="list-style-type: none"><li>• Positive and enthusiastic attitude to play.</li><li>• Flexible and supportive approach to teamwork.</li></ul>

At Churchfield Primary School, we value diversity and encourage applicants from all backgrounds to apply for this exciting opportunity.

# PERSON SPECIFICATION

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Essential	Desirable
Ability to forge effective internal and external working relationships.	Experience of a MIS (Management Information System), particularly Arbor.
Ability to communicate effectively, both verbally and in writing, with all stakeholders.	
Ability to drive forward, cope with and adapt to change and to remain calm in stressful situations.	
Ability to carry out admin tasks effectively and efficiently.	
A commitment to promoting the ethos and values of the Trust.	



# DETAILS AND TIMELINE

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## Contract Type:

Casual/Zero hours, Part-Time

## Salary:

£28,617.00 - £29,025 (FTE)

## Closing Date:

12 December 2025

## Interview Date

w/c 15 December 2025

## Our Policies:



Privacy Notice



Code of Conduct



Recruitment



Safeguarding

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.

*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)

