



TRUE LEARNING PARTNERSHIP



Lostock Hall Primary School
Before & After School Club Worker
Recruitment Pack



ASPIRATIONAL

We encourage everyone to dream big and pursue excellence.



COLLABORATIVE

We work together, valuing diverse perspectives and shared success.



COMPASSIONATE

We act with kindness, respect, and a genuine desire to serve others.



CURIOUS

We foster innovation and a love of learning for all through inquiry and creativity.



INCLUSIVE

We ensure everyone feels valued, supported, and able to contribute fully.



TRUE LEARNING PARTNERSHIP

Our Mission

To inspire and empower every individual within our trust to achieve their fullest potential.

We are committed to providing a safe, inclusive, and innovative learning environment where compassion and collaboration thrive. Encouraging high aspirations, courage and curiosity, we equip all members of our community with the skills, confidence, and character to make a meaningful, positive impact in their communities and beyond.



Inspiring the best in everyone

Welcome to Lostock Hall Primary School, part of the True Learning Multi-Academy Trust

Dear Candidate,

Thank you for your interest in applying for the post of Before & After School Club worker at Lostock Hall Primary School.

We require a talented individual to assist in our popular Before and After School Club provision. Experience of working with children in an educational environment, will be advantageous. Promoting and demonstrating a good relationship with the children and your colleagues is essential. At times, the role may be physically demanding and a flexible 'can do' approach is often needed. There will be a full induction programme into the post with training provided.

This is a casual hours position, working between 7.30am to 9am and/or 3pm to 6pm during term time only, as and when required.

We are a safe, stimulating and friendly school which provides an inclusive, calm, and productive learning environment. Our aim is to challenge and support each adult and every child, within the bounds of our Golden rules: Be Ready; Be Respectful and Be Safe. This helps them to realise their potential and to make a positive difference to their lives. Children leave Lostock Hall Primary school very well prepared for their future learning, at secondary school and beyond.

I would encourage you to browse our school website, (www.lostockhallprimary.org.uk), to get a broader understanding of life at Lostock Hall Primary School. I very much hope that you want to join our team.

If you are interested in applying for the post, please submit a completed application form via My New Term.

We look forward to receiving your application to join us.

Graham Hamilton
Headteacher

Job Description & Person Specification

Salary Range: Grade 2 - £24,413 FTE

Contract: Casual

Start Date: September 2026

Responsible to: Jackie Lawrence, BASC Manager

Line Managed by: Jackie Lawrence, BASC Manager

Key Relationships: BASC colleagues

Liaising with: All staff and children at Lostock Hall Primary School

Job Description

To work as an effective member of our Before and After School Club team, delivering a high quality of care for the primary aged children of Lostock Hall Primary School. Through inclusive play you will create stimulating environments and use a positive approach to engage and support our children in play. Collaborating with colleagues to work together effectively and as a member of the wider school community, you are required to adhere to all our policies and procedures.

- Supervise the children and young people and prepare creative and appropriate play opportunities for them
- Check that play materials and equipment are used and stored correctly, reporting any damaged equipment to the manager.
- Assist with the children's snack time and personal hygiene tasks as appropriate.
- Assist in assuring the safety of all children in the event of a fire or any other emergency. If qualified and it is required, administer first aid.
- Clean and tidy the play area at the end of each session.
- Record and report any concerns relating to child protection in line with our safeguarding policy and procedures.
- Assist with the safe arrival and departure of children.
- Promote positive attitudes and attend meetings, as requested, to contribute to the smooth running of the club.

Person Specification

Criteria	Essential	Desirable	Method of Assessment
Training, Qualifications, Experience	<p>Maths & English GCSE Grade 4 / C</p> <p>Previously worked with children</p>	<p>Previous employment experience</p> <p>Paediatric First Aid</p> <p>Childcare qualification NVQ 2 or equivalent</p>	<p>Application Form.</p> <p>Certificates.</p> <p>References.</p>
Knowledge	<p>Ability to support a safe, fun, stimulating and creative environment.</p> <p>Ability to support children's play, individually and in groups</p> <p>To know, understand and adhere to Safeguarding procedures and policies.</p> <p>To know, understand and practice the importance of confidentiality.</p>	<p>Ability to work with children with a range of needs.</p>	<p>Application Form.</p> <p>Interview.</p>
Skills	<p>Able to communicate effectively with children and adults.</p> <p>Ability to work as part of a team.</p>	<p>Creativity and flexibility.</p> <p>ICT skills.</p>	<p>Interview.</p> <p>References.</p>
Professional Development	<p>Essential training to be completed initially and regularly maintained throughout the employment period</p>	<p>A willingness to develop further through further training and professional self- development.</p>	<p>Interview.</p> <p>References.</p>
Personal Qualities	<p>Trustworthy, reliable and punctual.</p>	<p>A willingness to contribute to the wider life of the School and Trust.</p> <p>A cooperative and flexible approach to work.</p>	<p>Interview.</p> <p>References.</p>
Other Specifications		<p>Excellent Attendance Record</p>	<p>Interview.</p> <p>References.</p>

Core Responsibilities for all Trust Employees

Health & Safety

All staff within True Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or another member of SLT as appropriate.

Equality & Diversity

Staff employed by True Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. True Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

Data Protection

All staff within True Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

Safeguarding & Child Protection

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the CEO from time to time, up to or at a level consistent with the main responsibilities of the job.

Key Information regarding the Application Process

To Apply

Completed application forms should be submitted via My New Term.
Please **do not** include your name when completing your supporting statement.

Only completed application forms will be submitted for shortlisting, CVs will not be accepted.

Key Dates

Closing date for applications: 8th June 2026 at 10am

Interviews will take place on Monday 22nd June 2026

Benefits

At True Learning Partnership, we're proud to support our staff both in and outside of work. We're committed to your wellbeing, professional growth, and maintaining a healthy work-life balance.

Our benefits package includes a wide range of support and resources, such as wellbeing tools, a confidential Employee Assistance Programme (EAP), learning and development opportunities, and access to discounts on everyday spending and lifestyle services.

Other benefits include;

- Pension Scheme
- Cycle to Work Scheme
- Eye Care Vouchers
- Seasonal Flu Jabs
- Access to free CPD courses
- Strava – True Learning Runners

Safer Recruitment Information

True Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance. Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview.

True Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

Trust Safeguarding Statement

True Learning Partnership recognises the important role that our schools and their staff have in the wider safeguarding system for children. ALL staff have a responsibility to provide a safe environment in which children can learn. True Learning Partnership fully adopts statutory guidance "Keeping Children Safe in Education" (September 2025).

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school.

True Learning Partnership Designated Safeguarding Officer is Catherine Holyland, Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail Cholyland@truelearning.org.uk

True Learning Partnership Trust Board safeguarding representative is Paul Jarvis. If you wish to contact them, please e mail info@truelearning.org.uk stating that the e mail relates to a safeguarding issue.

Our schools' Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.



**TRUE LEARNING
PARTNERSHIP**

Contact Us



True Learning Partnership

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