

Kids' Club Assistant Recruitment Pack





WELCOME

We are looking for a friendly person to join our Kids' Club wraparound care team. The vacancy is for after school provision and you will be based on site at our lovely school in Potters Bar.

This is a part-time role, working Monday (4.30pm to 6pm) and Friday (3.15pm to 4.30pm.)

THE WROXHAM SCHOOL

The Wroxham is a friendly, vibrant nursery and primary school in Potters Bar.

Community is at the heart of our school and everyone works together to support and inspire our children, helping them to grow into happy, kind and respectful young people with a passion for learning and life.



“Pupils at The Wroxham are enthusiastic and interested learners. They like to work hard and want to achieve their best. Teachers have high standards and expectations and pupils happily try to live up to them. Pupils trust that staff will always help them.”

~ Ofsted, June 2024

Opening Eyes to Broader Horizons

KEY INFORMATION

Age range:

3 to 11

Location:

Potters Bar, Hertfordshire

School type:

Academy converter
Ivy Learning Trust

Pupils on roll:

222

Children eligible for FSM:

13%

2025 KS2 results:

77% achieved expected
standard (combined)

Ofsted:

Good, June 2024



“Pupils and the staff have friendly and positive relationships. In the playground, pupils show care for one another. Pupils can take on extra responsibilities and relish this opportunity. They realise that they can be a force for good.”

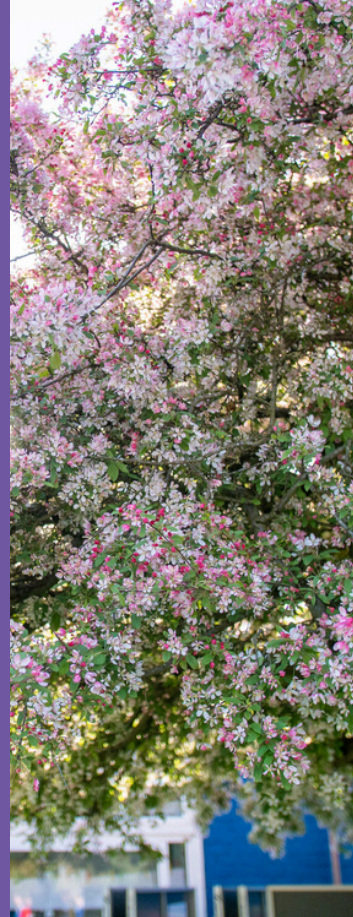
~ Ofsted, June 2024

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



17

Schools

*All Good,
Outstanding or
Expected Standard+*

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	●●●●●● (2025)
13. Watchlytes	Hertfordshire	2022	●●●●●● (2025)
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



“

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

”

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

Overall Purpose of the Post:

- To supervise the children in our after-school Kids' Club provision as part of a team.

Main Duties and Responsibilities:

- Supervise the pupils using our after-school provision in Kids' Club, including on the playground and field (weather permitting).
- To ensure the children play safely with each other and the equipment.
- Take responsibility, along with other staff, for the health and safety, accident prevention and smooth running of emergency procedures for both children and other members of staff.
- To understand and follow the school's Child Protection policy.
- Maintain confidentiality at all times.
- Take part in staff training as offered.
- Carry out any reasonable requests from designated Line Manager or SLT.
- Work within a team with other staff.
- Report any safeguarding concerns to the School's Designated Safeguarding Lead (DSL) or a Deputy Designated Safeguarding Lead (DDSL) at the earliest opportunity.

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.

DETAILS AND TIMELINE

Contract Type:

Permanent, Part-Time

Salary:

£25,583 (FTE)

Closing Date:

8 May 2026

Interview Date

13 May 2026

Our Policies:

[Privacy Notice](#)

[Code of Conduct](#)

[Recruitment](#)

[Safeguarding](#)

The Wroxham 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.

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.

