



"Inspire through Creativity, Kindness & Adventure"

Childcare Manager Application Pack



March 2026



Introduction

Thank you for your interest in our **Childcare Manager** post at Larkrise Primary School. Our school has seen rapid improvement over the last two years. This was reflected in our recent [OFSTED inspection](#) that was undertaken in March 2023. We know it's not all about 'OFSTED'. It's about community and relationships, an area where we feel we excel! We are now looking for candidates who are excited to join us as we continue our improvement journey. **We are particularly interested in receiving applications from candidates who have experience working with primary-aged children. You will work to lead the After School Childcare Provision and Holiday Playschemes. More information about our childcare provision can be found on our website.**

We hope this application pack will give you an understanding of our values and vision for our children, staff, and wider school community. We would also like to invite you to visit our school and have a conversation about your future and ours. If you would like to take up this offer, please arrange a time to meet Jon Gray by contacting the school office on 01865 721476.

In September 2020, we finalised our new Mission, Vision and Values. Our governors and staff are using this to guide our strategic development until 2025.

If you successfully become our **Childcare Manager** at our school, you will play a significant role in realising this Mission, Vision and Value. You will also need a creative spark to realise our ambitious plans.

We realise that you can't achieve this alone, and we are particularly proud of the team we have developed at Larkrise. Our staff is energetic, enthusiastic, and supportive, and we want to offer our children the best educational experiences. You will join our childcare team, work alongside the business manager to lead childcare playleaders.

Our staff team are very motivated and supportive of each other. In the most recent RLT staff survey:

- 100% feel that their work has a strong purpose and makes a positive difference to the lives of children.
- 95% felt the school was led and managed well.
- 82% felt leaders and managers take staff wellbeing and workload into account when developing and implementing policies and procedures.
- 98% know who to speak to, either for themselves or a colleague, regarding wellbeing and mental health.
- 93% are proud to work at this school.
- 91% enjoy working at this school.
- 88% feel they can manage their workload.
- 91% feel leaders support staff well in managing behaviour.
- 93% feel this is a school that is aspirational for all pupils.
- 84% feel continuous professional development and learning provided to staff has helped them to be more effective in their role.

Our children want to achieve whilst enjoying their education. If you are successful, you will also be supported by our governors and Friends of Larkrise, an ever-growing group of parents and carers. Our parental body, in particular, is very supportive and regularly volunteers to enhance our children's experience. In a [recent survey](#), 98% of our parents would recommend our school to another parent.

It is an exciting time for Larkrise Primary School. In February 2019, we joined the River Learning Trust (RLT). The RLT is a Multi-Academy Trust responsible for a number of schools and a

school-centred initial teacher training provider (SCITT) within Oxfordshire; the schools and SCITT are united by their commitment to the principles of the Trust and a shared belief in the benefits of everything that is gained by working together. Information about the growing River Learning Trust is available by visiting www.riverlearningtrust.org.

Being part of RLT gives opportunities to work more closely with a diverse range of schools. The Trust schools are also involved in working with the Oxfordshire Teaching School Alliance (OTSA), which provides further access to support and development opportunities. Larkrise is a strategic partner school within OTSA ([Click here](#) for more information).

At Larkrise, we are excited to work more closely with such a range of schools, which will benefit our staff and children.



The school serves one of the most diverse catchments in the internationally renowned city of Oxford. Our children come from a wide range of economic and cultural backgrounds. Many speak a number of different languages. At the last count, we had over thirty-two languages spoken at the school. This diverse and vibrant catchment of East Oxford should be celebrated and is reflected in our curriculum.

We also want to support you further in developing your career so that you can grow within your new role. We are very proud of the opportunities we provide our staff to enhance their experience and effectiveness further. We will do this by developing your individual Continued Professional Development and Learning plan with the support of the wider RLT. We will be fully committed to your professional development.

If you have experience supporting primary-aged children and their families and would love to work in our school, we would love to hear from you. We are seeking candidates who are excited by and relish the prospect of working in our school.

Yours sincerely,

Jon Gray
(Headteacher)

Lisa Brionne-Gray
(Business Manager)

Charlotte Stewart
(Deputy Headteacher)

Morag Scott-Smith
(Assistant Headteacher)

Mission, Vision & Values

Mission-Vision-Values

Mission: A vibrant and caring school which proudly reflects the diversity of our community.

Vision: To provide a world-class curriculum with high expectations for every child and within which well-being is nurtured and learning is limitless.

Inspire



Inspire through Creativity, Kindness and Adventure

Creativity



Show kindness to ourselves, each other, our community and our environment.

Inspire curiosity and encourage innovation.

Kindness



Adventure



Meet the challenge by embracing new opportunities whilst striving for excellence.



Childcare Manager Selection Criteria

The selection criteria, job description and person specification show the key abilities and skills required for this opportunity. The selection panel will assess each candidate against the criteria listed in the person specification, expecting them to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in a primary school context.

The panel will use the following assessment tools throughout the selection process:

- Application form via My New Term. Click on this [link](#).
- Application Statement showing how you meet the selection criteria and explaining why you would like to work at Larkrise Primary School
- Interview, which will include answering the following questions: How do your past and current experiences prepare you for the new role as the Childcare Manager at Larkrise? What would you like to achieve in this role?
- Observing you working with children in our After School Club.



Childcare Manager Job Description

Reports To	Business Manager
Salary	Actual Salary: Actual £11,123.19 – £12,144.96 - FTE £31,537 - £34,434 Contract Type: Permanent, Term-Time only Term-Time (38 weeks + 5 INSET days): After School Club – 15 hours/week Rate of Pay: £16.35 – £17.85 per hour (NJC Scale 18–23)
Contract	Permanent required as soon as possible.

Introduction

To lead our Adventure Childcare provision for children from 3 years old to 11 years old.

The role will involve planning, preparing, and delivering childcare activities for childcare.

Our Staff Charter

A core principle at RLT is Respectful Relationships where acting with care, integrity, and fairness is demonstrated within schools, the SCITT, and the Central Team. We value each member of our professional community and value our health and wellbeing.

Our Staff Charter sets a standard which we all seek to follow; great schools thrive because of the people in them. [Our RLT staff charter can be found here.](#)

Duties

Leading Childcare

- To ensure that all policies implemented by the school are actively upheld and promoted at all times. Including the school's Mission, Vision and Values.
- To build and maintain positive and constructive working relationships with children, families, multi-agencies, professionals and colleagues to maximise children's development.
- To liaise with the Business Manager and admin staff to ensure childcare bookings and invoicing are effective.
- Liaise with the business manager to plan and provide nutritional snacks and meals.

- Liaise with admin staff to lead and manage staff rotas.
- To plan and implement childcare activities that enhance children's play and learning.
- To provide leadership and training to other childcare staff.
- To act as the Designated Safeguarding Lead for Adventure Childcare.
- To take the lead in ensuring our childcare provision meets the needs of children with Special Educational Needs & Disabilities.

Pastoral Care

- To help promote and safeguard the welfare of all children.
- To promote self-discipline, high standards of behaviour, and positive attitudes on the part of all children, policies and procedures must be implemented to foster them.
- Ensure that a high standard of personal care for all children is maintained.
- To develop and implement equality of opportunity effectively throughout the school.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.

Training and Development

- To be an integral part of the Larkrise team, to contribute to the school's ambitious programme of school improvement with particular attention to developing our childcare provision.
- Keep up to date with developments in childcare.
- Commit to your own professional development, proactively identifying development opportunities.

Communication and Community Links

- Build positive relationships with parents and carers.
- To fully support the life and work of the school.
- Contribute to creating an ethos within which staff are motivated and supported to develop their skills and knowledge.

- To develop and maintain positive and effective professional relationships with childcare staff.
- Ensure parents, carers, and children are well informed about our childcare provision.

Health and Safety

Taking appropriate responsibility for one's own health, safety, welfare, and the health and safety of pupils, visitors, and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

To take the lead in day-to-day Health and Safety issues within our childcare provision.

Safeguarding

Larkrise Primary School and The River Learning Trust is committed to safeguarding and promoting the welfare of all children 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 from current/latest employer) and evidence of the formal qualifications required for the role.

Notes

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 a manager to undertake work of a similar level that is not specified in this job description



Childcare Manager Person Specifications

	Essential	Desirable
Qualification & Experience	<ul style="list-style-type: none"> • Five GCSEs or equivalent including English & Maths • Level 3 EYFS DfE Approved Qualification • Enhanced DBS clearance • Evidence of engagement in professional development. • At least three years experience of working with EYFS aged children or working within childcare settings. • Sufficient experience of fulfilling a supervisory role within a EYFS or childcare setting 	<ul style="list-style-type: none"> • Level 3 or above Department for Education Qualification as set out in the Early years qualifications achieved in the United Kingdom • A levels or Degree qualifications or equivalent • Experience of working with children aged 3 to 11 • Childcare manager or assistant manager experience. • Paediatric First Aid (PFA) Certificate
Knowledge & Skills	<ul style="list-style-type: none"> • Able to effectively use technology – computer, video, photocopier • Ability to relate well to children and adults • Provide excellent learning and play opportunities in a childcare or EYFS environment • Excellent behaviour management. • Experience of working effectively with children with SEND. • Excellent interpersonal skills. • Ability to support parents/carers to improve outcomes for their children. • A clear understanding of the EYFS curriculum • A commitment to outdoor learning 	<ul style="list-style-type: none"> • Training in paediatric first aid • An understanding of child development and learning • Effective use of IT to support learning • Understanding of relevant policies/codes of practice and awareness of relevant legislation • Ability to self-evaluate learning needs and actively seek learning opportunities • A clear understanding of primary education.
Personal Qualities	<ul style="list-style-type: none"> • Sense of humour • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • An understanding of the importance of working in partnership with other schools in the wider RLT promotes improvements in education for staff and children.improvements in education for staff and children. 	<ul style="list-style-type: none"> • The ambition to develop a career in education

The Interview Process



Please send via [My New Term](#). Applications will be reviewed when submitted, and interviews will be held soon after.

The selection panel will include the Headteacher, Deputy Headteacher and Assistant Headteacher.

The Principles of the River Learning Trust



The River Learning Trust (RLT) is a multi-academy trust responsible for several schools and a school-centred initial teacher training (SCITT) provider within Oxfordshire. The schools and SCITT are united by their commitment to the trust's principles and a shared belief in the benefits of working together.

The River Learning Trust is a community of children, young people and adults with shared principles including:

- Commitment to **Excellence**; striving for the best educational experience
- Everyone **Learning**; creating and taking opportunities that enhance lives
- Respectful **Relationships**; acting with care, integrity, and fairness in all we do

([Click here](#) for more information).

Click on the image below to watch a video about working in a school within RLT.



Clicking on the image below will take you to our Staff Charter.



THE RLT STAFF CHARTER

A core principle at RLT is Respectful Relationships where acting with care, integrity, and fairness is demonstrated within schools, the SCITT, and the Central Team. We value each member of our professional community and value our health and wellbeing. Our Staff Charter sets a standard which we all seek to follow; great schools thrive because of the people in them.

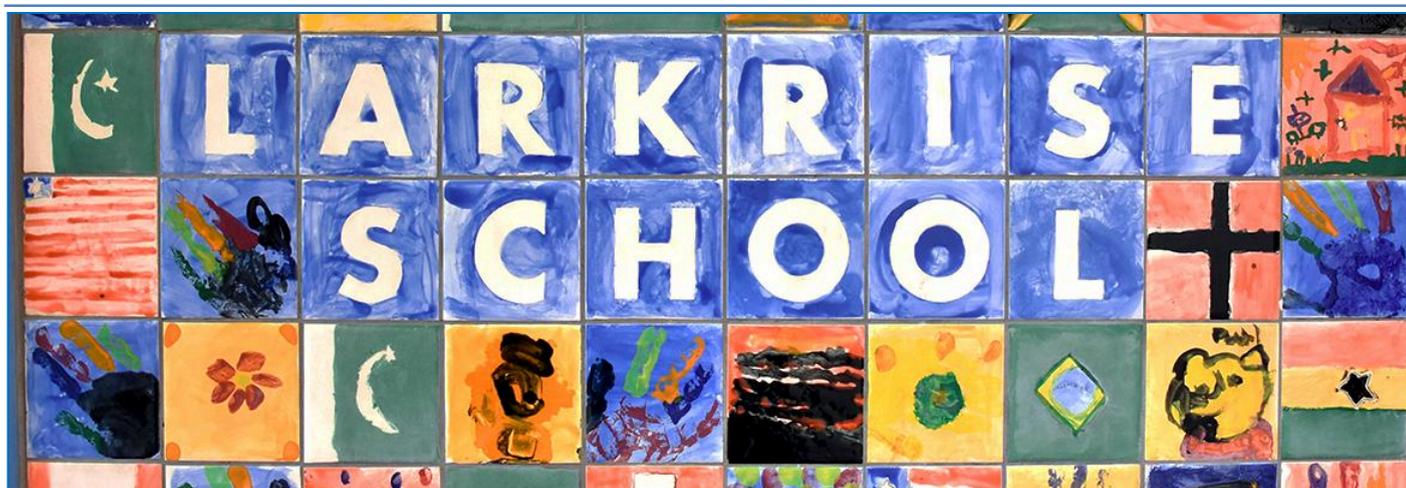
As an employee of RLT:



YOU WILL BE SUPPORTED TO GROW AND DEVELOP AS A GREAT PROFESSIONAL:



- You will have access to development opportunities in your school and across the Trust in a culture of collaboration and teamwork.
- We will help you to achieve excellence through high quality professional feedback and dialogue.
- Our appraisal processes will always be supportive and developmental.
- Integrity and professionalism underpin our approach to accountability.



We are a forward-thinking school that looks to the future

We are rapidly improving the school. We pride ourselves on using research to ensure improvements are implemented and embedded.

Strategic Goals 2020-2025

1. Inspire our children through Creativity, Kindness and Adventure by developing our world class "Inspire Curriculum".



2. Provide excellent teaching to ensure our achievement and attainment are above national expectations.



3. Attract and retain inspirational staff by ensuring Larkrise is a rewarding and supportive place to work.



4. Create a stimulating and supportive learning environment.



5. Employ efficient and effective procedures to allow our focus to be on improving education.



6. Ensure we are financially robust now and in our plans for future developments.



