



Shenley Primary School

London Road
Shenley
Hertfordshire
WD7 9DX

Headteacher: Miss Georgie Wheeler

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November 2025

Dear Applicant,

Welcome to Shenley Primary School.

We are a warm and friendly village school, home to approximately 125 children aged 3 to 11. At Shenley, we believe that when children feel safe, valued and supported, they flourish - academically, socially, and emotionally. Our school is a place where every child is at the heart of what we do, and we are committed to working in close partnership with families to ensure each child reaches their full potential.

We take great pride in our inclusive, high-quality learning environment, where mutual respect and a strong sense of community shine through. Our **GOOD Ofsted rating (September 2023)** is a testament to the dedication of our team. Inspectors praised our pupils for their confidence and leadership, our strong relationships with families, and our ambitious, well-structured curriculum. They also highlighted our commitment to mental well-being, positive behaviour management, and the rich experiences we offer - such as **Forest School, sports, and music** - which help develop resilience and essential life skills.

At Shenley, we celebrate each child's uniqueness and strive to nurture creativity, independence, and a love of learning. Our **SEND provision** is recognised for its proactive approach, ensuring all pupils receive the tailored support they need to thrive.

We are incredibly proud of our dedicated staff, supportive governors, and engaged parent community. Working at Shenley Primary means being part of a collaborative, forward-thinking team that continually strives for excellence. This is an exciting time to join us, and we warmly invite you to become part of our journey.

If you'd like to experience our school first-hand, we would love to welcome you for a visit. Please contact the school office on **01923 885864** or email the school office on admin@shenley.herts.sch.uk to arrange a time.

We look forward to meeting you!

Kind regards,
Miss Georgie Wheeler
Headteacher



Join Our Team at Shenley Primary School!

Wrap Around Care Play Manager

Wrap Around Care Play Manager

Salary: H3 Point 1

Hours: 12 (Mon – Thurs 3pm – 6pm).

Contract: Permanent

Start Date: 5th Jan 2026

Join Our Team!

Are you passionate about working with children and creating a fun, engaging, and safe environment? We are looking for a dedicated **Wrap Around Care Play Manager** to join our team and run our after-school provision, ensuring children have an enjoyable and enriching experience at the end of their school day.

About the Role

As an After-School Club Manager, you will be responsible for planning and delivering a range of engaging activities, ensuring the safety and well-being of all children, and maintaining a positive and inclusive environment. This role requires creativity, enthusiasm, and a commitment to providing high-quality care outside of school hours.

Key Responsibilities

- Plan and lead a variety of activities, including arts and crafts, sports, games, and quiet time.
- Ensure the safety, well-being, and enjoyment of all children attending the club.
- Manage the setting up and tidying of the club space, ensuring a welcoming and organised environment.
- Provide healthy snacks and encourage good table manners and social interaction.
- Work closely with school staff and parents to ensure a seamless transition between school and club time.
- Maintain accurate attendance records and uphold safeguarding policies and procedures.
- Promote positive behaviour and inclusion, ensuring all children feel valued and supported.

What we are looking for

- Experience working with primary-aged children in a childcare, school, or activity setting.
- A positive, enthusiastic, and proactive approach to engaging children in fun and educational activities.
- Strong communication and organisational skills.
- Ability to work well in a team and independently when required.
- **A relevant childcare qualification (Level 3) is essential.**
- Knowledge of safeguarding and first aid (training can be provided).



What We Offer

- A welcoming and supportive school community.
- Training and professional development opportunities.
- A rewarding role where you can make a real difference in children's lives.

If you're ready to bring energy, creativity, and care to our after-school provision, we'd love to hear from you!

How to Apply

To apply, please complete the online application form. Visits to the school are warmly welcomed – contact us to arrange a visit!

We are committed to equality, diversity and inclusion.

Shenley Primary School welcomes applications from all individuals regardless of age, disability, gender identity, marital status, race, religion or belief, sex or sexual orientation. We value the unique contributions that each member of our community brings and are dedicated to creating a safe, supportive and inclusive environment for staff and pupils alike.

Application Deadline: 9am Friday 5th December 2025.

Interviews: AM Wednesday 10th December 2025.

Shenley Primary School is committed to safeguarding and promoting the welfare of children. All applicants will be subject to an enhanced DBS check and satisfactory references.



Shenley Primary School – Person Specification

Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had that shows how you meet these requirements when you fill in your application form and prepare your supporting statement.

	Essential	Desirable
Qualifications and Training	<p>Good basic level of education, with GCSE (or equivalent) in Maths and English</p> <p>A relevant childcare qualification (Level 3) is essential.</p>	<p>Paediatric First Aid</p>
Experience	<p>Being a paid worker in school, Nursery, pre-school, play schemes, crèches, midday supervision, after-school clubs or similar.</p> <ul style="list-style-type: none"> - Knowledge and understanding of: the needs of young children - child development and the ways in which children learn - the roles played by various adults in a child's education - behaviour management strategies 	<p>Experience as a TA in a Primary school</p>
Skills and abilities	<p>Essential</p> <ul style="list-style-type: none"> - Essential: - Ability to build positive relationships with children, parents, and colleagues. - Good communication and interpersonal skills. - Ability to engage children in fun and stimulating activities. - Strong organisational skills and ability to work flexibly. - Ability to work independently and as part of a team. - Desirable: - Ability to plan and deliver structured play and learning activities. - Basic IT skills for record-keeping and communication. 	
Attitudes, personality, values	<p>Essential</p> <ul style="list-style-type: none"> - Enthusiastic, caring, and patient approach. - Reliable, punctual, and professional. - A positive, 'can-do' attitude. - Commitment to providing a safe and nurturing environment. - Ability to use initiative and be proactive in supporting children's needs. 	
Equal opportunities and Safeguarding	<ul style="list-style-type: none"> - Committed to always putting the child first - Committed to raising achievement through partnerships with parents and Education Services - Knowledge of, and commitment to, inclusion and equality of opportunity - Committed to safeguarding and promoting the welfare of children, and expecting all staff to share this commitment 	



Main Purpose

The After School Club Play Manager will be responsible for delivering engaging, safe, and fun activities for children attending the after-school provision. The role involves supervising and supporting children in a caring and stimulating environment, ensuring their well-being and promoting positive play experiences.

Key Responsibilities

- **Engaging Activities** – Plan and lead a variety of fun, age-appropriate activities, including arts and crafts, sports, games, and free play.
- **Supervision & Safety** – Ensure children are safe and well-supervised at all times, following safeguarding and health & safety procedures.
- **Behaviour Management** – Encourage positive behaviour, resolve conflicts effectively, and implement the school's behaviour policies.
- **Supporting Well-being** – Provide a nurturing and inclusive environment where children feel happy, secure, and valued.
- **Snack Preparation** – Assist in preparing and serving healthy snacks, ensuring good hygiene and food safety practices.
- **Communication** – Build positive relationships with children, staff, and parents to ensure a smooth-running and welcoming after-school provision.
- **Setting Up & Tidying Away** – Organise play areas and resources before and after each session to create an inviting and orderly environment.
- **Record-Keeping** – Assist in maintaining attendance registers and reporting any concerns regarding children's welfare to the designated safeguarding lead.
- **Teamwork** – Work collaboratively with colleagues to create a dynamic and enjoyable after-school experience for all children.