



JOIN US

Wraparound Care After School Club Leader

Grade 7 / 15.06 to £16.08 per hour

15 hours per week + 2 hours admin time = 17 hours in total, Monday – Friday

For September 2026 - Fixed Term - Term time only

Closing Date: Applications should be made as soon as possible, closing date: 10am on Friday 29th May.

The school

Brightwell is a small village school of around 160 children serving a community of families that are aspirant and who care about education. Behaviour and manners in the school are superb and there is a dedicated staff team who know their children well and challenge them to be the best that they can be. The school was inspected by OFSTED in 2022 and received a grading of 'Good' which reflects all the hard work of everybody in the school.

The school became an academy in September 2017 and works collaboratively with a very strong and popular 11-18 school in Wallingford.

We recognise that we people who are ambitious for the children they work with as well as themselves, to help make this into the best school around and that comes with significant investment. We have created real excitement and a buzz about the work being done from the outset. Our successful school has learned a great deal and earned a very strong reputation in the community, and in the wider local primary sector.

General Duties

At Merchant Taylors' Oxfordshire Academy Trust we pride ourselves on providing a safe and happy environment where young people can flourish and we want to send every young person into the world able and qualified to play their full part in it. Merchant Taylors' Oxfordshire Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher (or other nominated staff), who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

You will find many opportunities at Merchant Taylors' Oxfordshire Academy Trust and we look forward to receiving your application.

Job Purpose

To be responsible for the planning, day-to-day organisation and operation of the club, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos and procedures.

This post holder is responsible for ensuring that all county and school Safeguarding Children and Child Protection policies are adhered to and concerns are raised in accordance with these policies.

Key Responsibilities:

Main duties

- To plan and provide care and creative play opportunities in consultation with children, and in accordance with Playwork Principles and relevant childcare legislation.
- To ensure that children's individual needs are recognised, and to engage them in establishing and maintaining boundaries for their behaviour.
- To supervise play-workers, ensuring they are effectively deployed and offer appropriate care and support to the children.
- To participate in the recruitment of staff.
- To ensure that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively.
- To organise the handover/collection of children to/from other areas of the school, where applicable, and ensure their safe handover to parents/carers at the end of the day.
- Where applicable, to oversee arrangements for children who are brought to the after-school club from other schools.
- To ensure that food and drink is provided that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
- To carry out day to day administration, record keeping and purchase of materials and equipment, working within an agreed budget and providing reports as required.
- To work as part of the whole school team and liaise with relevant school staff.
- To provide evidence and information for the school's self-evaluation process.
- To monitor and report on occupancy, and contribute to the promotion of the play scheme.
- To ensure correct procedures are followed for the administration of first aid and medication.
- To participate in play work and other relevant training and development activities, including local networking opportunities for out-of-school childcare providers. Encourage participation by all staff.
- To establish constructive relationships and communicate with parents/carers, other professionals, and childcare/play-related agencies including the county council's Community Childcare and Play staff.
- To develop and review policies, procedures and good working practice, in consultation with the staff. To work within agreed policies and procedures.
- To undertake other duties, appropriate to the grade, as may reasonably be required by the headteacher.

For all staff

You have specific responsibilities under Health & Safety legislation to ensure that you:

- take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- co-operate on all issues involving health and safety
- use work items provided for you correctly, in accordance with training and instructions
- do not interfere with or misuse anything provided for your health, safety or welfare
- report any health and safety concerns to your line manager as soon as practicable.

Selection Criteria:

Essential

The successful candidate will:

- Have or obtain an Enhanced DBS Certificate
- Be trustworthy
- Be reliable and punctual
- Have the ability to empathise with young people and build a positive relationship
- Have the ability to communicate effectively with parents, children and staff

Desirable

The successful candidate will have:

- Previous experience of working within a primary school setting.
- The ability to take initiative
- The ability to manage behaviour calmly and consistently
- Flexibility and adaptability to respond to the needs of pupils

Hours and salary

The post is for 17 hours of work per week in total. This is made up of working 3pm – 6pm, Monday to Friday, with 2 hours of admin time. (term time only).

This is a Fixed Term Position.

This is a Grade 7 / £15.06 to £16.08 per hour.

GENERAL POINTS

You will be able to contribute to the Local Government Superannuation Scheme.

The Merchant Taylors' Oxfordshire Academy Trust is an equal opportunities employer.

Applicants should be aware that we operate a non-smoking policy on site.

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Pension Details

Please visit www.lgps.org.uk and www.oxfordshire.gov.uk/pensions for details of our Local Government Pension scheme.

Terms & Conditions

The Merchant Taylors' Oxfordshire Academy Trust employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26 week probationary period for new employees. This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditionsemployment-green-book> .
<http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

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Interviews: w/c 1st June 2026

We look forward to receiving your application.