

ST JOHN VIANNEY CATHOLIC PRIMARY SCHOOL

Extended Services Lead Application Pack



Closing Date:
Friday 31st July 2026 – midday

Shortlisting Date:
Friday 31st July 2026 – PM

Interview Date:
Thursday 6th August 2026

Funded by

Department
for Education

English Hubs
St John Vianney English Hub



Diocese of Lancaster
Education Service
Euntes in mundum



Welcome to St John Vianney

Thank you for your interest in applying for the role Extended Services Lead at St John Vianney Catholic Primary School.

St. John Vianney Catholic Primary School & English Hub is seeking to appoint an inspirational staff member to join a team of dedicated staff working within Our Catholic School. We are seeking to appoint a highly committed and energetic person to join our team as our Lead in After School and Holiday Club service provision. The successful candidate will be expected to work under the guidance of the leadership team. You will have responsibility for planning and operating our After School Club and Holiday club provisions which cater for between 10 and 50 children. The after-school club runs from 3pm to 6pm each night and you will be responsible for planning the provision, its operation, returning children to parents and supervising the other staff in the setting. The holiday club runs for 7 weeks of the school holidays annually.

Our school offers a range of professional development opportunities for the successful candidates. If you are looking for a position to make a difference to the young people and their families within our community, we would welcome an application.

We can offer:

- A commitment to promoting staff well being.
- Polite, well-behaved children that are Sincere, Joyous and Virtuous.
- High quality bespoke CPD
- Supportive, collaborative and inclusive teamwork

We are looking for a person who:

- Supports us in delivering our Catholic ethos and mission throughout the school and the community.
- Can thrive in a busy, fast-changing environment.
- Is a positive thinker and solution focused.
- Is self- driven to achieve the best outcomes for our children and families.
- Has excellent communication skills.
- Be an excellent, enthusiastic, flexible and self-motivated teacher
- Be able to deliver a rich, well balanced learning experience
- Have high expectations of children's achievement, attainment, behaviour and attitudes
- Have a positive outlook and be keen to contribute to the success of our school

Yours sincerely,

Clare Evans
Headteacher

We look forward to receiving your application



“Seeking Growth Together Through Jesus”

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Extended Services Lead at St. John Vianney Catholic Primary School. St. John Vianney is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

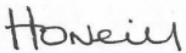
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely,



Helen O'Neill
Chief Executive Officer

Trust Schools



Christ the King
Catholic Academy



Holy Family Catholic
Primary School,
Blackpool



Holy Family Catholic
Primary School,
Warton



Our Lady of the
Assumption Catholic
Primary School



Sacred Heart
Catholic Primary
School



St Bernadette's
Catholic Primary
School



St Cuthbert's
Catholic Academy



St John Vianney
Catholic Primary
School



St Joseph's Catholic
Primary School



St Kentigern's
Catholic Primary
School



St Mary's Catholic
Academy, Blackpool



St Mary's Catholic
Primary School,
Fleetwood



St Mary's Catholic
Primary School,
Great Eccleston



St Teresa's Catholic
Primary School



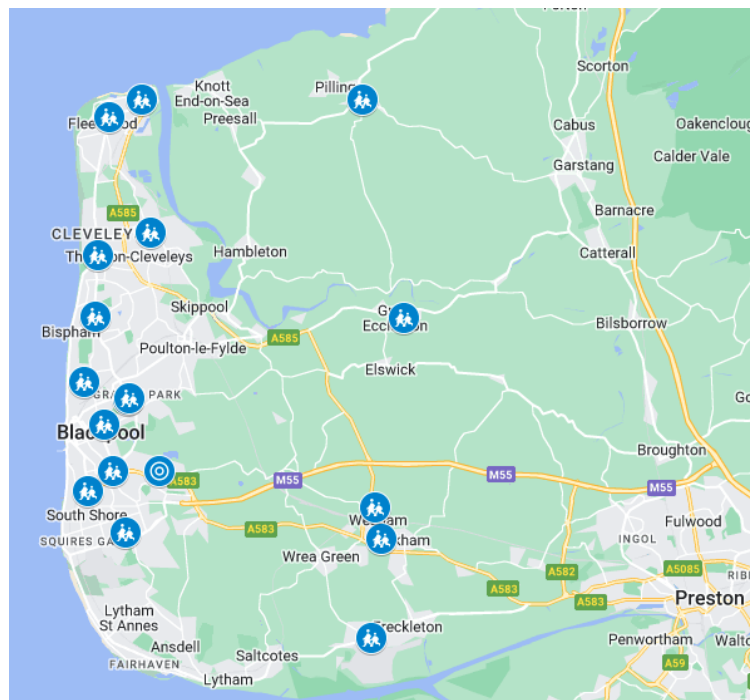
St William's Catholic
Primary School



St Wulstan's &
St Edmund's Catholic
Primary School



The Willows Catholic
Primary School



What we offer - Benefits

Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

How to apply

Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about the school or role, please contact the school office:

Tel: 01253 311248

or

Email: Danny.johnson@sjvprimary.co.uk

Application process

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/jobs/150825/EDV-2026-SJVCPSB-35638>

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Post Details

Grade: NJC pay Grade D – scale point range 7 to 11

Salary: £26,403.00 to £28,142.00 (pro rata, pay award pending)

Actual Salary: £12599 to £13429

Contract: Permanent

Hours: 3 hours per week in After School Club, Term Time only

9am until 4pm in Holiday Club, 7 weeks per academic year

Start Date: 1st September 2026

Job Description

Extended Services Support 3

Purpose of the role (job statement)

To lead and be responsible for the day-to-day management of the Holiday and After School provision, providing educational and recreational activities to pupils in a safe and secure environment.

Responsibilities

Key duties:

1. Manage and quality assure the out of school and holiday club provision.
2. Manage and develop staff to deliver educational and recreational activities;
3. Develop the provision and implement strategies to improve it;
4. Responsible for the day-to-day administration of the provision, including record and book-keeping;
5. Manage an agreed budget;
6. Monitor pupils needs and develop methods of meeting those needs;
7. Develop relationships with parents / carers and the school community to promote and encourage involvement;
8. Work with and develop good links with external agencies such as health professionals, LA, sports providers;
9. Oversee the preparation and clearing away of premises;
10. Ensure pupil health and safety; ensure adequate first aid provision is available;
11. Communicates regularly with pupils to encourage participation;
12. Required to motivate and negotiate with others;
13. Requires analysis of methods and strategies used in the learning and development activities. Monitors and responds to pupils needs and plans activities over a term or longer;
14. Formal line management responsibility for team of After School and Holiday Club staff;
15. Accountable for delivery of activities to pupils during the After School and Holiday Club provision;
16. Maintain confidentiality and adhere to safeguarding procedures.

Individuals in this role may also:

1. Train those on placements or volunteers who assist with the delivery of activities
2. Manage the preparation of healthy snacks / food
3. Be responsible for payments from pupils, parents / carers and to suppliers..

Indicative knowledge, skills and experience

- Knowledge, skills and / or qualifications in play work / childcare provision according to national requirements by the type of setting;
- Experience in a management role in a related environment;
- Qualification and/or knowledge and skills equivalent to National Qualifications Level 3 or equivalent experience;
- Experience of delivering physical activities inside and outside the classroom.

Person Specification

Extended Services Support 3

<u>Requirements</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications & Training	- Level 3 or above qualification in Childcare, Playwork or Education Support or equivalent experience. - Current First Aid Certificate (or willingness to obtain). - Basic Food Hygiene Certificate (or willingness to complete). - Understanding of safeguarding and child protection responsibilities.	Training in behaviour management, inclusion, or SEND awareness.
Experience	Experience of working with primary-aged children (4–11 years) in a school or childcare setting.	- Previous experience in leading or managing an after school or holiday club. - Experience in planning structured activities, games, or crafts. - Experience supporting children with additional needs. - Experience in supervising play or leisure activities in a safe and engaging way.
Knowledge & Understanding	- Understanding of child development and age-appropriate play. - Awareness of health & safety, safeguarding, and confidentiality requirements in schools. - Awareness of the importance of promoting healthy lifestyles and wellbeing.	- Knowledge of EYFS (Early Years Foundation Stage) for younger pupils. - Understanding of school policies and procedures, including behaviour and inclusion.
Skills & Abilities	- Ability to lead and motivate children through play and structured activities. - Strong communication skills with pupils, parents, and colleagues. - Ability to work independently and as part of a team. - Good organisational skills – able to plan, prepare, and tidy up sessions effectively. - Ability to manage behaviour in a positive and consistent manner.	- Creative skills for designing fun and engaging activity programmes. - Ability to support basic homework tasks or reading activities if required. - Confidence using basic IT for registers, communication, or activity planning.
Personal qualities	- Enthusiastic, approachable, and child-centred. - Reliable, punctual, and responsible. - Calm under pressure with a sense of humour and flexibility. - Committed to equality, inclusion, and promoting the school's Catholic ethos and values.	- Willingness to contribute ideas for developing the club's provision. - Interest in outdoor play, sports, arts & crafts, or wellbeing activities.
Other (including special requirements)	- Commitment to safeguarding and protecting the welfare of children and young people. - Commitment to equality and diversity. - Commitment to health and safety. - Satisfactory attendance record/commitment to regular attendance at work.	Up-to-date knowledge of safeguarding training or previous experience as a designated safeguarding lead/assistant (or willingness to complete).

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job, and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

