

**Empowering futures:
for a better tomorrow**



Inspire, support, and energise young minds
beyond the classroom.

Join us as our After School Club Coordinator

15 hours per week / 39 weeks per year.

Working hours: 3pm-6pm

Fixed term contract 1st September 2026 until 31st August 2027 – linked to pupil numbers



Welcome

Everything we do across our family of eight schools in our Trust is focused on our mission to deliver a high-quality and inclusive education for our pupils.

At Teignmouth Primary School, we are a welcoming, inclusive and vibrant school where curiosity thrives. We are committed to giving children the very best start to school life. Through our exciting and enriching curriculum, we aim to spark a love of learning that will last a lifetime.



We believe learning should be joyful, meaningful and full of possibility. We want our children to enjoy coming to school, build lasting friendships, and feel valued as part of our school community. When they leave us, we want our children do so with the skills, and confidence to succeed in their next steps.

Please take some time to learn a bit more about our school, and our Trust, and what makes us us, our Trust values. We feel it is an exciting time to join us. We hope to meet you soon.

The role: After School Club Coordinator

Are you passionate about creating a safe, fun and engaging environment for children at the end of the school day? Do you thrive in a caring, inclusive setting where every child is encouraged to take part, feel valued and enjoy their time?

About the role

We are seeking an enthusiastic and caring individual to join our team as an **After School Club Coordinator**. In this role, you will lead our after-school provision, providing a structured, secure and creative environment for children. You will plan and deliver a range of engaging activities, support children of different ages, and ensure their wellbeing, safety and enjoyment at all times.

We're looking for someone who:

- Has experience working with children, particularly in a childcare or school setting (desirable).
- Can build positive relationships with children, staff and parents/carers.
- Is friendly, caring, approachable and enthusiastic
- Has strong communication and organisational skills
- Remains calm and adaptable in a busy, varied environment
- Enjoys working with children and is committed to safeguarding and their wellbeing
- Brings creativity, energy and a positive attitude to after-school provision

In this role you will:

- Provide a safe, structured and engaging after-school environment for all children
- Plan and deliver a variety of creative and physical activities that encourage participation and enjoyment
- Support children's wellbeing, ensuring their needs are met in line with safeguarding and health and safety requirements
- Prepare refreshments and maintain high standards of hygiene and safety
- Communicate effectively with parents, carers and school staff
- Take responsibility for setting up, maintaining and safely managing the club environment and equipment
- Be a positive, approachable presence at the heart of the school community

We offer

- A role where your work really matters – making a meaningful impact on children's wellbeing every day
- A rewarding role in a positive environment
- The opportunity to work in a team who are invested in growing the potential of others
- Competitive package with generous career average pension scheme with employer contributions of c17%*
- A part-time, term time only contract working 39 weeks per year
- Ongoing professional development

**contribution rates set by the Local Government Pension Scheme*

How to apply

If you're passionate about creating a fun, safe and inclusive space where every child feels valued and excited to be, we'd love to hear from you. This is a great opportunity to build strong relationships, make a real impact, and help children end their day feeling happy, confident and engaged.

Please do take the opportunity to learn more about the role by viewing the detailed job description included on the following pages. To apply please complete our application form and take the

opportunity to share with us how your skills and experience meet the person specification in the job description. To learn more about our school please visit: [homepage - Teignmouth Primary](#).

For an informal discussion about this opportunity please contact Luke Marchant, Headteacher via email luke.marchant@teignmouthschool.co.uk.

We are committed to the safeguarding and welfare of all our pupils, and we expect you to be too. We follow safer recruitment statutory guidance (Keeping Children Safe in Education). If you're successful, you'll be required to complete thorough pre-employment checks, including an Enhanced DBS check and reference that are satisfactory to our Trust. All posts in our Trust are exempt from the Rehabilitation of Offenders Act (ROA) 1974.



Job description

Post title:	After School Club Coordinator
School:	Teignmouth Primary School
Working hours:	15hours per week 3pm – 6pm Mon-Fri, 39 weeks per year (Term-time only)
Salary grade:	Scale 3 Point 6-7. Full time equivalent: £25,989 - £26,403 pa
Contract type:	Fixed term contract 1 st September 2026 until 31 st August 2027. (linked to pupil numbers)
Responsible to:	Headteacher

Key purpose of job:

Provide after school childcare for our Kites' provision, ensuring:

- children are offered a structured, secure and creative environment whilst in our care
- administer bookings and increase the numbers within the provision
- bookings are scheduled and paid for
- school policies and procedures are followed at all times

The After School Club Coordinator will:

- Adhere to processes and procedures whilst the children are in your care.
- Encouraging and leading the children to get outside where possible and take part in physical activity.
- To plan and deliver a range of activities with structure and enthusiasm; encouraging maximum participation.
- Setting up the play space including moving furniture and play equipment when required.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Organise administration through School Money, where necessary.
- Facilitating good communication with all members of the school, parents, and schools.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.



- Ensuring that all activities, equipment and the setting are safe with the relevant risk assessments undertaken.
- Packing away the equipment used in the session and cleaning the area and kitchen.
- Kit/Equipment maintenance and safety checks.
- Snack preparation/cooking and washing up and cleaning kitchen.

Other duties:

- To place the safeguarding of all children in the school as the highest priority.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our schools.
- To maintain an understanding of and work within Trust and School policies, procedures and statutory regulations, including in respect of health and safety, equity and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- To conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



Person specification

Assessment criteria - evaluated from application form (A) and / or interview (I)		Essential	Desirable
Qualifications:			
Current Emergency Paediatric First Aid certificate (A,I)			✓
Food Hygiene Certificate (A,I)			✓
Level 2 or 3 Safeguarding Certificate (A,I)			✓
Experience:			
Experience of establishing positive relationships with children and staff (A,I)		✓	
Previous experience of working with children as a After School Club Coordinator or any other work involving primary aged children (A,I)			✓
Experience of handling food (A,I)			✓
Knowledge:			
An understanding of how to build positive relationships with children to assist in supporting their needs (A,I)		✓	
An understanding of positive behaviour management and current methods of managing behaviour (A,I)		✓	
An understanding of safeguarding responsibilities and promoting the welfare of children and young people (A,I)		✓	
Skills:			
Ability to listen and to interact well with children (A/I)		✓	
A sense of creativity (A)			✓
Ability to work calmly and professionally under pressure (A,I)		✓	
Ability to work closely with other adults to meet the needs of children (I)		✓	
Ability to form and maintain appropriate professional relationships and personal boundaries with pupils (I)		✓	
Ability to maintain discipline in line with school policy (I)		✓	

Our Trust

Our Schools

We support 8 schools/colleges, (5 primaries and 3 secondary schools) across Teignbridge in South Devon. Each of our schools has its own identity and character. Choice and variety in educational provision is important to us.

Connected not just by our geography, we work closely across our schools and with partners to share ideas, resources, best practice and learning. We are constantly working to improve and develop our provision.

- Cockwood Primary School
- Kenn Church of England Primary School
- Kenton Primary School
- Starcross Primary School
- Teignmouth Primary School
- Dawlish College
- Newton Abbot College
- Teignmouth Community School

Our vision and mission define our purpose.

Our vision: **‘Empowering futures; for a better tomorrow’**

Our vision describes what we would like to accomplish. It is future focussed, setting our long-term goal for both pupils and ourselves. We believe that through our work we can change lives. This inspires and motivates us to be better every day.

Our why:

Our mission describes why Ivy exists: **‘To deliver an ambitious, high-quality, inclusive education’.**

Our how:

Our values are what makes us, us. Whilst our schools have their own unique identities, our values are what we have in common, they guide us in how we approach our work and empower us to be successful.



Being Ivy. Our values:



Being Ivy. Through our behaviours we bring our values to life every day:

Courage

- Be bold
- Take chances
- Seize opportunities
- Take ownership

Compassion

- Listen to learn
- Be kind to self
- Be kind to others
- Take care of the world around you

Collaboration

- Stronger together
- Support others
- Many schools; one Trust
- #TeamIvy

Commitment

- Work hard
- Give it everything
- Be consistent
- Be accountable

If our values resonate with you, we would love to hear from you.

At Ivy Education Trust we are committed to safeguarding and promoting the welfare of children and young people and we expect all our staff and volunteers to share this commitment. All employees are expected to undergo an Enhanced Disclosure and Barring check and pre-employment checks.

Please note – our Trust operates a Smoke-Free Policy, and all staff and workers are prohibited from smoking in any of the Trust buildings, Trust sites including enclosed spaces within the curtilage of buildings, and Trust vehicles.

