

Play Assistant Recruitment Pack





WELCOME

We are a large, innovative primary school looking for a caring, flexible, enthusiastic lunchtime Play Assistant to support children's activities during their lunch break in a variety of ways. You will be working within a fun, supportive and motivated team. You will have responsibility for leading activities and organising resources.

This contract is for 1 hour 15 minutes per day, Monday to Friday, term time only.

We have a clear and thorough induction process to build initial confidence and awareness of whole school approaches and expectations.

Martins Wood School is fully committed to safeguarding and promoting the welfare of children, all post holders are subject to a Disclosure and Barring Service (DBS) check. As part of our due diligence, we will be carrying out an online search at the point of shortlisting.

Candidates are encouraged to submit their application as soon as possible as the school may arrange interviews as and when applications are received.

MARTINS WOOD PRIMARY

We believe that **Martins Wood Primary School** is a very special place. Our impressive facilities, spacious building and grounds along with a dedicated and enthusiastic staff all help to create an attractive and enriching learning environment for all – from the two year olds in our pre-school through to the eleven year olds in Year 6.



Inspiring an ambition to learn

“Leaders set clear expectations that all pupils will succeed, regardless of need or circumstance. Staff also take time and care to get to know all pupils’ wishes and feelings so that they are better able to help them succeed at school. Pupils talk very positively about their school. They make friends here and are well cared for by staff who are ambitious for what they can achieve.”

~ Ofsted, December 2025

KEY INFORMATION

Age range:

2 to 11

Location:

Stevenage, Hertfordshire

School type:

Primary Academy
Ivy Learning Trust

Pupils on roll:

587

Children eligible for FSM:

13.7%

2025 KS2 results:

64% achieved expected
standard (combined)

Ofsted:

Expected standard in all areas
(2025)



“Pupils have a solid understanding of key knowledge across all curriculum subjects. This helps them to be ready for future learning at secondary school. Leaders ensure that the learning in early years is ambitious. Children learn how to sustain concentration, become independent and take turns. They are safe, busy and happy young learners.

~ Ofsted, December 2025

Our Values

Ivy is a charity and our purpose is to provide education for the public benefit.

At Ivy, we make it easier to make a difference:



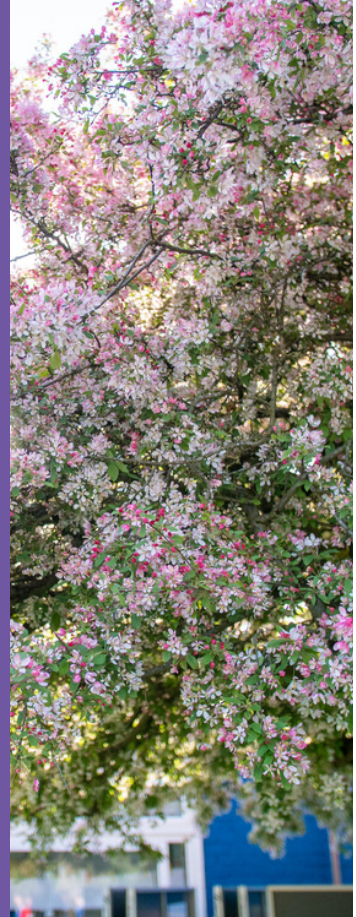
Easier to Learn.



Easier to Teach.



Easier to Lead.



Ivy Learning Trust is a family of schools dedicated to giving children a great education. We formed our Trust in 2017 with two Enfield primary schools, Brimsdown and Lavender, in order to formalise the already close working relationship between them. We now have a network of 17 primary schools across North London and Hertfordshire.

This collaboration has enabled our community to benefit from the expertise and talents at each joining school, with leaders sharing successful techniques and innovations. Staff enjoy better access to CPD programmes and opportunities to develop their careers. We are a supportive community, dedicated to ensuring that no one is left behind and that everyone benefits from being part of our Trust.

JOB DESCRIPTION

Overall Purpose of the Post:

To assist in the provision of a safe, stimulating and enriching environment for children at lunchtime in one of the four phases of the school, under the direction of a Play Leader.

Main Duties and Responsibilities:

- Deliver daily activities to encourage the children's all round development and enjoyment.
- To model positive interaction with pupils through play and creative activities.
- To liaise with teachers and other staff at the school and in particular the Play Leader for your phase.
- To work as part of a team of Play Assistants, ensuring that appropriate guidelines and school procedures are strictly adhered to.
- To liaise with the Play Leader for your phase on a regular basis to discuss any issues relating to the running of the lunch break.
- To help organise and maintain appropriate resources.
- Responsible for the health and safety of children, including safeguarding issues which are brought to your attention during lunchtime and recording of any accidents that might occur during the lunch break.
- Liaison and cooperation with the Dining Room Manager and his / her team who are responsible for the period when the children are in the dining room.
- The post holder is expected to accept any reasonable alterations that may from time to time be necessary.
- The role may require moving / carrying items of equipment and play resources.

Equality

Be aware of and support differences and ensure that pupils have equality of access to opportunities to play, learn and develop.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

Contacts: Play Assistants, Play Leaders, Dining Room Manager and Assistants, catering staff, teachers, Assistant Headteachers, Head of School, Executive Headteacher, administrative staff, Caretaker, parents / carers, children.

DETAILS AND TIMELINE

Contract Type:

Fixed-Term, Part-Time
Until 31 December 2026

Salary:

£24,413 - £25,185 (FTE)

Closing Date:

31 August 2026

Start Date:

ASAP

Our Policies:



Privacy Notice



Code of Conduct



Recruitment



Safeguarding

Martins Wood Primary School is committed to safeguarding and promoting the welfare of children and young people.

The post is subject to an enhanced disclosure and medical checks.

*Visits to the school are welcome.
Please get in touch to arrange a visit
or speak with the Headteacher:*

01438 222602

admin@martinswood.herts.sch.uk

