



Willingham Primary School

Recruitment Pack For:

After School Club Assistant

Total of 15 hours per week

3.00 – 6.00pm Monday to Friday Term Time Only

Job Shares considered

£24,413 to £24,796 pro-rata (Actual pro-rata salary £8,276 to £8,405)

Scale 1C - Point 2-3

Required ASAP



Dear applicant,

Thank you for your interest in the position of After School Club Play Assistant at Willingham Primary School.

We are seeking a caring, energetic and well-organised individual to work within our thriving After School Club provision. The role involves working as part of a small team of dedicated staff and ensuring the children in our care (aged 4–11) are provided with a safe, stimulating and enjoyable environment after the school day ends.

The position is term time only, working five days a week, and requires someone with a genuine passion for working with children, the ability to plan and deliver a wide range of age-appropriate activities. You will play a key role in ensuring that our club continues to be a place where children feel safe, happy, and engaged. Applications will be considered on a job sharing basis.

If you have a child/children that attend Willingham Primary School, we can offer them a place at the club while you work, free of charge.

We are proud of our inclusive and supportive school community here at Willingham Primary, and we are looking for someone who shares our values and can contribute positively to our team.

I encourage you to visit our website to get a greater sense of what we are about and if you would like further information, or wish to visit our school, please contact the office to arrange an appointment.

We hope that this recruitment pack will give you all the information you need, to complete your application for the position of After School Club Play Assistant at Willingham Primary School.

Please pay close attention to the advert, job description and person specification, as shortlisting will be based on meeting the criteria stipulated in these documents.

Shortlisted candidates will be contacted, and references sought prior to interview. Any offer of a position will be subject to satisfactory references, a satisfactory pre-employment health check and a DBS check.

Closing date for applications: Tuesday 6th January 2026 at 12.00 noon

Shortlisting: Tuesday 6th January 2026

Interviews: Monday 12th January 2026

I look forward to meeting you soon.

Yours sincerely,

Michelle Lenk
After School Club Manager



School Information

Willingham Primary School (WPS) is at the heart of the community. We are a medium sized school with approximately 362 children on roll. Our purpose-built school includes classrooms, two halls, a library area, ICT suite, sensory room, on-site catering and staffroom. Our spacious grounds include playgrounds, a playing field, wild-life area with pond, quiet outdoor learning spaces, and an outdoor swimming pool. We also have our own pre-school on site – Honeypot Pre-School.

Willingham Primary School is a Local Authority controlled community school.

Our Mission Statement:

The WPS mission is "to provide pupils with the knowledge, experiences and confidence they need to excel at secondary school and so that they can make the choices, now and in the future, to have a happy, fulfilling life."

Our Values and Drivers

At WPS we value:

[HARD WORK : INTEGRITY : KINDNESS]

And we drive towards the following outcomes:

- Active Participation – we all engage with the world around us and focus our attention on what matters.
- Equitable Success – we believe that through knowledge and opportunity, we can all become the best versions of ourselves.
- Improvement – we recognise that learning is a long process, but that we try to get better every day.



Vacancy

After School Club Assistant

Total of 15 hours per week

3.00 – 6.00pm Monday to Friday Term Time Only - **Job Shares considered**

£24,413 to £24,796 pro-rata (Actual pro-rata salary £8,276 to £8,405)

Scale 1C - Point 2-3

Willingham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. **A DBS check and a disqualification declaration are required for this post. *In line with guidance from the Safer Recruitment Consortium, an online search will be completed for shortlisted candidates.***

We are looking to appoint an After School Club Assistant to join our team at Willingham Primary School, this position is term time only for 38 weeks of the year working Monday to Friday between 3.00 – 6.00pm.

You will assist in offering a range of creative and appropriate play opportunities for children in Reception through to Year 6. Your day-to-day role will be ever-changing, exciting and full of laughter and your focus will be enjoying these activities and supporting children to engage and develop. You will be part of a small friendly team of play workers.

You will help create a safe, fun and fulfilling home from home environment for the children, asking how their school day was, playing games and eating a meal before they go home.

Benefits of working for us include:

- On-going staff training and opportunities for professional development
- A supportive environment where contributions and ideas are encouraged, valued and supported.
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support.
- 1 wellbeing day a year, Cycle to work scheme, yearly flu vaccination and Government Pension Scheme.
- Free childcare within the After School Club if your child attends Willingham Primary School
- A fantastic close working team

The right candidate will align completely with our values of **hard work, integrity and kindness** and will support us in achieving our mission statement:

To provide pupils with the knowledge, experiences and confidence they need to excel at secondary school and so that they can make the choices, now and in the future, to have a happy, fulfilling life.

Visits to the school are strongly encouraged. Please contact the School Office on 01954 283030, to arrange a visit.

Apply for this position via My New Term <https://mynewterm.com/jobs/110622/EDV-2025-WPS-14709>

This appointment is subject to Enhanced DBS Check, Barred List Checks and two positive references.



Job Description

Job Title: After School Club Assistant
Salary: Scale 1C Point 2-3
Reporting to: After School Club Manager

Willingham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

To ensure that all pupils have the knowledge, experiences and self-confidence to excel at primary school and make choices now and in the future to live a happy and fulfilling life.

Main Duties

Provide a safe, happy and stimulating environment for the pupils in our care.

- Take all decisions in line with the school's values of hard work, integrity and kindness and model this to enable others to do the same
- Behave in a way that supports the school's ethos and mission statement, including maintaining appropriate, professional relationships with all stakeholders and ensuring all decisions are taken to improve equity of outcomes for pupils.

Teaching and Learning

- Liaising closely with parents / carers and ensuring each child's needs are recognised and met.
- To promote inclusive attitudes and practices.
- To be aware of any SEN in key children.
- To be part of the team providing a safe, stimulating environment for children
- To provide activities, offering an appropriate level of support and stimulation
- To attend in service training and meetings as required.
- To keep up to date with current good practice.
- Help children with:
 - Eating & drinking skills, health and hygiene awareness
 - Toileting and self-care skills

Health and Safety

- The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the school's Deputy Designated Safeguarding Leads (DDSLs) or the school's Designated Safeguarding Lead (DSL)
- To ensure food is prepared, served and cleared up safely and hygienically.
- To act in accordance with the school's Health and Safety policy to ensure their own and other people's safety.



- To ensure that any health and safety concerns are reported directly to the SMT or to the Site Manager.

Compliance

- To attend staff meetings, where necessary
- To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job
- To work within the setting's policies and procedures.

Administration

- To help set up the space ready for the session, including ensuring that tables are appropriately clean and food is prepared safely.
- To undertake any other reasonable duties as directed by the After-School Club Manager or Senior Management Team.



Person Specification

After School Club Assistant

Education and Qualifications	Essential	Desirable
Hold or working towards an NVQ Level 2 or equivalent childcare qualification		✓
Good general education including GCSE's grade C or above		✓
Holder of current first aid certificate or willingness to be trained	✓	
Understanding of the needs of pupils		✓
Willingness to undertake training as required	✓	
Relevant Experience		
Experience of working with children		✓
Good understanding of child development and learning		✓
Skills and Knowledge		
A skill or interest which could be shared with the children at the club to increase their play opportunities	✓	
The ability to communicate effectively both orally and in writing	✓	
Good personal organisation and ability to show initiative	✓	
Ability to work independently and as part of a team	✓	
Ability to interact positively with pupils, parents and colleagues with tact and diplomacy	✓	
Commitments		
A commitment to the safeguarding of all our pupils	✓	
Responsible for following the school's Health & Safety Policy and Guidelines	✓	
Awareness of and full commitment to confidentiality and equality/diversity issues	✓	
Willingness to contribute to the wider life of the school (e.g. PTA events, clubs etc)		✓
Personal Qualities		
Ability to communicate effectively with children and young people and enjoy their company	✓	
Confidence, warmth, sensitivity, reliability, and enthusiasm	✓	
Good interpersonal skills	✓	
Show's a positive 'can do' attitude especially when under pressure	✓	
Ability to diffuse heated and sensitive situations	✓	
Ability and readiness to work flexibly	✓	
Willingness to ask for advice and support as necessary	✓	

Terms of Appointment

Disclosure & Barring Service Check

This role requires an Enhanced Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks; whether an outcome is satisfactory will be determined by the Headteacher and Chair of Governors.



Equality & Diversity

Willingham Primary School is committed to promoting equality. The school is an equal opportunities employer. All appointments are made based on merit. All staff have equal access to all benefits, services, facilities, and opportunities.

Health Declaration

Appointments will be subject to a satisfactory pre-employment health check.

Hours of Work and Working Pattern

The hours of work for this position will be specified in the job description and advert.

Online Searches

We will undertake online searches of all shortlisted candidates prior to interview.

Pension

You will automatically be enrolled into membership of the Local Government Pension Scheme.

Probation

Appointments will be subject to satisfactory completion of a probationary period of 6 months.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Right to work in the UK

We have a legal responsibility to ensure that you have the rights to work in the UK, before you can start working for us. If you do not have the rights to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Qualifications

The person specification for this position lists essential and desirable qualifications. Please note that if you are offered the post, you will be asked to provide your relevant original certificates of all essential qualifications.



What Willingham Primary School can offer

Our investment in you

Professional Development

The school is committed to staff development. As a staff member you will have access to:

- Opportunities for professional development through CPD programmes
- Regular performance management and appraisal review
- School training sessions

Wellbeing

Employee Assistance Programme

Our staff have access to an Employee Assistance Programme (EAP). It is an invaluable resource for every individual working in our School. The service promotes emotional wellbeing and enhances personal effectiveness.

The EAP is a confidential service which offers support, information, and guidance on a range of subjects and areas, 24 hours a day, 365 days a year.

Wellbeing Day

The school offers every member of staff one term-time wellbeing day each academic year.

Flu Vaccinations

The school provides the opportunity for all staff to receive a free flu vaccination each year.

Additional Benefits

Pension

As an employee of Willingham Primary School you are automatically enrolled into membership of the Local Government Pension Scheme.

As well as employee's paying contributions into the scheme (banded, based on earning level) Willingham Primary School also pays into the scheme on your behalf, regardless of earnings.

For support staff the school currently contributes 20.7% of your salary.

Cycle to Work Scheme

Willingham Primary School offers the Cycle to Work Scheme which enables employees to purchase a bicycle, accessories, and safety equipment, to use for at least some of their travel to work, by way of a salary sacrifice scheme. This enables the employee to make savings by reducing their Income Tax and National Insurance liability.

Extended Schools Provision

We run our own in-house breakfast club and after school club and places can be offered to staff's children on the days that they work, if the child attends Willingham Primary School.

Catering

We have on-site catering provision which provides a staff menu bookable daily.



How to Apply

Applications should be submitted via MyNewTerm <https://mynewterm.com/jobs/110622/EDV-2025-WPS-14709>

Informal enquiries and visits to the school are welcomed and should be directed to Michelle Lenk, After School club Manager, email office@willingham.cambs.sch.uk or telephone 01954 283030.

The closing date for applications is:

Tuesday 6th January 2026 at 12.00 noon

