

Leighton Primary and Preschool

Job Application Pack



After School Club Assistant

Leighton Primary and Preschool are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All candidates will be required to complete relevant information regarding the safeguarding of children and will undergo an online check if shortlisted for the position.

Message from the Headteacher

Welcome to Leighton Primary and Preschool!

I am privileged to introduce myself as the Headteacher of Leighton.

Pupils at Leighton are kind, caring and supportive of each other and enjoy their learning. From my time here so far, I have seen that children and staff are keen to demonstrate our values of , 'Ambition, Respect, Community'.

Leighton is a vibrant community school where our hard working team of staff and governors are committed to providing a high quality education for our children within a safe and stimulating environment.

Our exciting curriculum is carefully designed to motivate children and spark their interests while taking into account the unique context that is Leighton. Our dedicated staff support each child to develop their confidence, celebrate their talents and achievements, enable them to grow into responsible citizens and achieve the very best they can.

We recognise and celebrate the uniqueness of every child. We nurture the children in order to develop learning experiences that help them to 'Achieve and Grow Together' so they can reach their full potential.

We are committed to working closely with our parents whilst striving to develop an open, honest and transparent partnership. We actively promote parental involvement and engagement in the education of our children and school life. We endeavour to ensure that as parents you are well-informed and provide you with many opportunities to be involved in your children's learning and achievements.

Our school website is designed to give you a flavour of life at our school. However, we would be delighted for you to visit Leighton and see for yourself.

The Governors, Staff and Children are very proud of our school and I look forward to welcoming you and your child to Leighton.

Mrs A Woolner

Headteacher

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Our School Values

The school's values; Ambition, Respect and Community are the foundation of our work at Leighton.

Our ultimate goal is to seek excellence in everything we do and ensure that everyone experiences enjoyment in their learning whilst *Achieving and Growing Together*. The Leighton team aim to achieve this through:

- Partnerships and relationships
- Activities, experiences and pedagogies
- Our environment and resources
- Attitudes and aspirations

Partnerships and Relationships

We:

- believe our first responsibility is to the children.
- strive to build trust with stakeholders
- stress the importance of working in partnership with parents and alongside the community to provide a high quality, effective education.
- will have open, honest and transparent communication with all stakeholders.
- have a group of supportive Governors who are aspirational for the school and all the pupils
- will ensure that everyone feels safe, happy and secure in school by insisting on positive behaviour and consideration for others. These respectful relationships are the foundation of all that we do.

Activities, Experiences and Approaches

We will:

- provide a broad varied range of activities, experiences and opportunities within and beyond the National Curriculum catering for a wide range of needs and talents.
- be inclusive, ensuring all pupils have access to the school's curriculum.
- be flexible and responsive in producing challenging opportunities and enriching activities.
- provide staff with access to high quality professional development that enhances effective classroom provision.

Environment and Resources

We will:

- maintain and further develop a school environment of the highest quality and encourage a sense of pride in our school.
- ensure everyone has access to excellent resources and will make use of new developments and technology to equip us all for success in tomorrow's society.

Attitudes and Aspirations

We will:

- recognise and celebrate the achievement of everyone.
- work together to encourage independence through promoting reasoned decision-making.
- create a purposeful learning environment in which work of the highest standard is produced and where individuals of all abilities are given every opportunity to realise their potential.
- continue to be a forward looking, innovative school, working together to achieve excellence.
- continue to be self evaluative, reflective and curious about future developments of the school



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Join Our Team as an After School Club Assistant

POST TITLE	AFTERSCHOOL CLUB ASSISTANT
POST HOLDER	
SALARY/HOURS	GRADE 4 (£12.85 per hour) - 3.20pm-6pm Monday, Tuesday and Wednesday
REPORTING TO	HEADTEACHER
RESPONSIBLE FOR	NA

Leighton Primary and Preschool is seeking a compassionate and enthusiastic After School Club Assistant to join our dedicated team. This role offers a unique opportunity to support children's development through play in a safe, nurturing, and stimulating environment.

Key Responsibilities

- Deliver high-quality after school provision that encourages children's social, physical, intellectual, creative, and emotional development through play.
- Maintain a safe and engaging play environment aligned with Leighton's safeguarding policies.
- Assist with planning, preparing, and delivering activities tailored to children's individual developmental needs.
- Work face-to-face with children registered at the club, supervising tea time refreshments and ensuring smooth transitions to parents.
- Collect children from classes and after school sporting clubs as required.
- Liaise effectively with parents/carers to foster involvement and provide professional feedback.
- Promote inclusive practice, ensuring all children can participate in activities regardless of background or ability.
- Support behaviour management in line with school policies, collaborating with Senior Leadership Team when necessary.
- Maintain accurate attendance records and ensure the activity room is clean and well-organised.
- Be a positive role model for children and colleagues, upholding safeguarding procedures at all times.
- Contribute to the After School Club learning journey, ensuring accurate documentation and planning.

Required Qualifications and Experience

- Experience working with children in a play or educational setting.
- Knowledge of safeguarding procedures and commitment to child safety.
- Ability to plan and deliver age-appropriate, stimulating activities.
- Strong communication skills to liaise confidently with children, parents, and staff.
- Capacity to supervise children effectively and maintain appropriate ratios.
- Commitment to inclusive practice and supporting children's individual needs.

Desirable Qualities

- Friendly, approachable, and patient with a genuine passion for working with children.
- Proactive team player who contributes positively to a collaborative working environment.
- Adaptable and creative in engaging children through varied activities.
- Dedicated to professional development and continuous learning.

Why Work at Leighton Primary and Preschool?

- Professional Development: We offer a comprehensive induction programme and ongoing professional development to support your growth.
- Well-Being: Enjoy an additional Well-Being Day and a generous discretionary leave policy.
- Community: Be part of a welcoming school with fabulous children reflecting the cultural diversity of Peterborough.
- Team: Join a friendly, fun, and dedicated staff team committed to improving outcomes for children.
- Impact: Make a real difference by providing a high-quality, inclusive after school environment that supports every child's development.

If you are passionate about supporting children's growth and want to be part of a school that values its staff and pupils equally, we would love to hear from you. Apply now to join Leighton Primary and Preschool's After School Club team!

All applications must be supported by a school application form, a letter of application (no more than 2 sides of A4 paper) and two professional references. We will contact you by email if you have been successful in obtaining an interview.

Please contact Charlotte Neville (PA to the Headteacher/HR Manager) to find out more information cneville@leightonprimary.net

Closing date for applications: **3rd November 2025**

Interview date: **Thursday 6th or Friday 7th November 2025**

Leighton Primary and Preschool

JOB DESCRIPTION - AFTER SCHOOL CLUB ASSISTANT



Job Purpose:

The role of the Leighton's After School Club Supervisor is to assist with the day to day organisation of the After School Club by providing high standards of care and play opportunities for children between the ages of 4-11 years old in a safe and secure environment.

What you have to achieve:

- A safe, engaging environment.
- High standards of care and play opportunities.
- Compliance of all regulatory requirements stated in the Early Years Foundation Stage and by Ofsted.
- Positive working relationships with staff members, outside professionals, parents and carers.
- Happy, supported and engaged children.

Duties & Responsibilities:

- Delivering after school provision
- To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.
- Be responsible to the Business Manager/HT and SLT.
- To ensure the provision offers a safe and stimulating play environment.
- To assist with the planning, preparing and delivery of activities, which meet children's individual developmental needs.
- To work face to face with the children registered with the club.
- To supervise tea time refreshments for the children.
- To follow guidelines and procedures for Safeguarding in accordance with Leighton's policies & procedures.
- To carry out any other duties, which will be seen to enhance the work of Leighton's After School Club.

- To ensure the safe transition of children from the club to parents
- To collect children from class and Leighton's after school sporting clubs
- Liaise with parents to encourage parental involvement and support through the development of effective working relationships, providing professional and relevant feedback to parents/carers about their child.
- Provide care, play activities and nurturing environment, with regard to the individual development needs of the children and age ranges of children.
- Fully support inclusive practice and ensure that all children can be involved in the activities offered if they wish.
- Consult and liaise with the children and involve them in the planning of activities.
- In partnership with SLT, to ensure Leighton's After School Club Room learning journey is completed and accurately maintained.
- Ensure appropriate planning is in place to maintain the required standards, ensure that the relevant equipment and resources are available, and consult with the Leadership Team when necessary.
- Support with maintaining daily attendance records at each of the sessions
- Ensure the activity room is left clean and tidy after use by sweeping and mopping floor and cleaning tables and setting up/tidying away tables and chairs
- Supervise the children throughout the session ensuring that ratios are adhered to at all times.
- Be an effective role-model for children and practitioners at all times.
- Ensure that children are kept safe and understand and follow Safeguarding Procedures.
- Support all children by promoting positive strategies for managing behaviour, in line with Leighton's policy for managing behaviour', working alongside the school's SLT when needed.
- Support all children.
- To ensure the Leighton's After School Club offers a high quality, inclusive environment which meets the needs of all children, regardless of social, culture, religion or beliefs.

Essential Qualifications and Experience:

- Experience of working with 4-11 year olds in a play environment.
- First Aid
- Food hygiene

Further information:

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out

the main expectations of the school in relation to the post holder's professional responsibilities and duties.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

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Person specification

	Essential	Desirable
Qualifications	GCSE grade C or above, or equivalent, in Maths and English.	NVQ in Child Care Paediatric First Aid Certificate Certificate in Food Hygiene for Education Providers
Experience	Evidence of working with children and their families.	A sound working knowledge of safeguarding and child protection procedures.
Skills	Ability to set up activities including group work in line with plans. Effective communicative skills with pupils, staff and parents. Excellent organisation and timekeeping skills. Communicating through email or other relevant platforms. Ability to work flexibly. Ability to work independently.	Experience of working within a team and on their own initiative. Confident in using ICT for record keeping and report writing.
Personal competencies and qualities	Enthusiasm and commitment to working with children and their families. Ability to maintain confidentiality. Ability to work within a team and to liaise with a range of different staff.	

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Employment Application Form: Support

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post and possible referral to the police. Please note that

checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Vacancy Job Title	
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Part 1: Information for Shortlisting and Interviewing

Initials: ■

Surname or Family Name: ■

1. Letter of Application

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

2. Current/Most Recent Employment:

Name, and address of employer:	
Job title: Please enclose a copy of the job description, if possible	
Date appointed to this post:	
Current salary:	
Date available to begin new job:	

4. Secondary Education and Qualifications

Name of school/college	From	To	Examination passed (i.e. A-Level, GCSE), subject and grade

5. Further or Higher Education

Please provide details of any recognised qualifications or courses attended which are relevant to the job application.

Name of FE college, university or awarding body	Dates		Full or part-time	Qualifications obtained
	From	To		

6. Other Relevant Experience, Interests and Skills

7. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is "time expired" if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or people writing solely in the capacity of friends

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

First Referee

Title and name:	
Address and postcode:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview.

Yes: No:

Second Referee

Title and name:	
Address and postcode:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview.

Yes: No:

8. Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

By signing the below I consent to my named referees being contacted in accordance with the above.

Sign:	
Print:	
Date:	

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

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This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

9. Personal Information

Surname or family name:	
Previous surname(s)	
Forenames:	
Title:	
Current address:	
Postcode:	
Home telephone number:	
Mobile telephone number:	
National insurance number	
Email address:	
DfE reference number:	
Do you have a current full clean driving licence? Only applicable for posts that require driving	Yes: <input type="checkbox"/> No: <input type="checkbox"/> N/A: <input type="checkbox"/>
Do you require sponsorship (previously a work permit)?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If YES please provide details under separate cover.	

10. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the School's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

11. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice and Data Retention Policy which can be found on our website.

The person responsible for Data Protection in our organisation is Mrs Tania Garn and you can contact them with any questions relating to our handling of your data. You can contact them by emails tgarn@leightonprimary.net.

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

12. Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

13. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in the post and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of applicant:	
Print name:	
Date:	

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Part 3: Equality and Diversity Monitoring

This section will be separated from Part 1 and Part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR), as outlined in section 10.

Ethnicity	Workforce census code		Please tick	Sexual orientation	Please tick
White	WBRI	British English Welsh Northern Irish Scottish		Bi-sexual	
	WIRI	Irish		Gay Man	
	WIRT	Traveller of Irish Heritage		Gay Woman	
	WROM	Gypsy / Roma		Heterosexual	
	WOTH	Any other White background		Other	
Mixed	MWBC	White and Black Caribbean		Prefer not to say	
	MWBA	White and Black African			
	MWAS	White and Asian		Gender	Please tick
	MOTH	Any other Mixed background		Female	
Asian or Asian British	AIND	Indian		Male	
	APKN	Pakistani		Transgender	
	ABAN	Bangladeshi		Prefer not to say	
	CHNE	Chinese			
	AOTH	Any other Asian background		Personal relationship	Please tick
Black or Black British	BCRB	Black – Caribbean		Single	
	BAFR	Black – African		Living together	
	BOTH	Any other Black background		Married	
Other ethnic group	ARAB	Arab		Civil Partnership	
	CHNE	Chinese		Prefer not to say	
	REFU	Refused/Prefer Not to Say			
	OOTH	Any other ethnic group			

Religion or belief	Please tick	Disability Do you consider that you have a disability?	Please tick
No religion		Yes - Please complete the grid below	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)		No	
Buddhist		Prefer not to say	
Hindu			
Jewish		My disability is:	
Muslim		Physical Impairment	
Sikh		Sensory Impairment	

Any other religion (Please write this in the box)			Mental Health Condition	
Prefer not to say			Learning Disability/ Difficulty	
			Long-standing illness	
			Other	
			Prefer not to say	