

School

GLEDHOW PRIMARY SCHOOL, Lidgett Lane, Leeds, LS8 1PL

Post Title

Extended Services Level 4

GRADE

C1

JE Ref

739

Post(s) to which directly responsible

Immediate line manager

Post(s) for which directly responsible

Extended Services Staffing

Purpose of job

Under the indirect supervision of senior staff, the post holder will be responsible for the leadership, organisation and delivery of the Before and After School Club. The post holder will also be instrumental in implementing and managing a new Holiday Club programme. They will be required to lead a team of staff, developing, and reviewing the policies procedures and practices within the provision and ensuring appropriate levels of staff training for all. The post holder will also take a lead role in the promotion of the Gledowls club within the school community.

Responsibilities

- Plan a wide range of enriching activities, for both the short and long term, to stimulate and support children's intellectual, emotional, physical, social, language and play development
- Ensuring the club is appropriately resourced (including provision of food) identifying equipment needs and working within an identified budget.
- Deploying the time and skills of playworker staff in order to offer each child the attention, stimulus and support that will ensure opportunities for continuity and progression in play.
- Ensuring that all activities reflect positively the linguistic, religious and cultural diversity of the school and local community.
- Ensuring the National standards for Day Care and Out of School Clubs are adhered to and preparing for OFSTED inspections. Planning for and implementing any actions from inspections and ensuring compliance with legislation.
- Listening to, encouraging, enabling, stimulating the children and ensuring their safe keeping.
- Working alongside senior staff to ensure the provision of good quality, nutritious and attractive food for the children prepared according to set standards of hygiene.
- Administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club.
- Act as the Child Protection Co-ordinator working with other professionals including the school, Education Leeds and external agencies, in the identification and monitoring of child abuse and the management of the appropriate care programmes ensuring that the Leeds guidelines for Child Protection are adhered to.

- Ensure Health and Safety Procedures are implemented to ensure a safe environment for children and adults using the service, including first aid, food hygiene and general maintenance.
- Provide induction for new staff members, and the supervision and performance management of staff members.
- Support the financial management of the service, e.g. budget setting and maintaining accurate attendance records.
- Where appropriate, liaise with HR lead and local schools and colleges to develop potential student placements.
- Be responsible for own professional development.
- Ensuring that any information relating to children, their families, Governors and staff which are learnt as part of the job is kept confidential.
- Work closely with the school and prepare reports that will assist in the children's smooth transition into school.
- Building and maintaining positive and professional relationships with parents and carers to encourage parental involvement in the school.
- To organise and participate in interesting and appropriate educational visits in school for children, observing health and safety policies and making risk assessments.
- To actively promote and support policies on Equal Opportunities and to ensure the Service functions in an anti-oppressive and non-discriminatory manner.
- To take responsibility for the securing of the building and resources
- To take responsibility for all children and staff during any building evacuation, or invacuation.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake any other duties that are commensurate with the post

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is currently based at Gledhow Primary School, Lidgett Lane, Leeds LS8 1PL

And has access by stairs and lift (in part) and is accessible by disabled persons to the ground floor by a portable ramp on request

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

Economic conditions

Grade: C1

Annual Leave:

Term time only working and pro rata for part time working.

Hours: **27.5** hours per week

Conditions of Service: NJC Conditions apply

Prospects**Promotion**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

Job Description Prepared / Reviewed by:

Date:

Job Description Approved by: S Parkinson

Date: March 2026

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Planning and implementation of creative activities for children	*		T
Good communication skills	*		T
Ability to relate well to children and adults	*		T
Ability to lead a team, understanding service roles and responsibilities and your own position within these	*		I
Good standard of literacy and numeracy skills	*		A
Ability to identify your own training needs.		*	I

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Understanding of Health and Safety issues	*		I
Awareness of Child Protection issues	*		I
Understanding of the Behaviour Management issues and strategies		*	I
Understanding of and commitment to the provision of high quality childcare	*		I
Hold NVQ Level 3 or equivalent in Child Care or appropriate subject	*		C
Appropriate first aid training		*	C
Good level of computer literacy (e.g. Outlook, Word)	*		A
Hold a food hygiene certificate		*	C

EXPERIENCE	Ess	Des	MOA
Experience working with children of the relevant age	*		I
Experience of working with pupils with additional needs	*		I
Experience of staff supervision	*		A
Experience of working in a child care or play work setting	*		A
Experience of working across a variety of childcare settings		*	A

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I

METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate