



Inspire, Transform, Together



RECRUITMENT PACK

**After School Club Lead
Oakhurst Community First and Nursery School**





Welcome to The Heath Academy Trust

and thank you for your interest in joining us.

The Trust is a collaborative group of six primary and first schools, providing inspiring education for pupils from nursery to 11 years in East Dorset. We aim to ensure excellent learning outcomes for our pupils within a framework of strong collaboration and robust school to school support.

This recruitment pack includes:

Our School

A brief outline of who we are and what we do. To find out more about us, visit our school website: <https://www.oakhurstfirst.com>

Job Advert and How to Apply

Please ensure that you complete the online application form via the link on Dorset for You, providing email and telephone contact details for all referees. CVs will not be accepted or considered.

Job Description and Person Specification

The job description and person specification will provide you with a clear idea of the role you are applying for. When completing your application, we ask that you relate your experience and skills to these documents to demonstrate your suitability for the role.

The Trust's Vision Statement and Values

We would like to take this opportunity to share our visions and values with you. To find out more about the Trust, please visit our website: <https://heathacademytrust.wordpress.com>

General Information

Equal Opportunities

The Heath Academy Trust and Oakhurst Community First and Nursery School are committed to equal opportunities and an Equal Opportunities Monitoring Form is included as part of the application form.

Safeguarding

The Heath Academy Trust and Oakhurst Community First and Nursery School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced security check performed by the Disclosure & Barring Service in line with the Government's safer recruitment guidelines and will be offered the position subject to this and satisfactory references.

Visits to the School

Visits to the school are warmly welcomed and encouraged. Please contact our school office on 01202 871577 to arrange your visit or to discuss the post further.



Oakhurst Community First and Nursery School

“From Tiny Acorns Mighty Oaks Grow”

Oakhurst Community First and Nursery School is a warm, happy, nurturing environment where children can grow and flourish.

The staff are a dedicated team who are committed to providing a broad, rich curriculum, along with an exciting range of enrichment and extra-curricular activities which enables all of our children to develop a love for learning and reach their full potential.

To enable our children to grow from tiny acorns when they join us in Nursery, to mighty oaks as they leave us at the end of year 4, we aim to ensure strong values are instilled within us all. Everyone in our school community is caring and respectful at all times. We nurture our children to become confident, independent and resilient learners with the belief that they will achieve their dreams and goals. We provide learning opportunities that allow our children to be inquisitive, fascinated and develop awe and wonder in the world around them.

The staff and children promote these values through our school vision:

From Tiny Acorns Mighty Oaks Grown
Caring, Resilient, Confident, Wonder



Job Advert

Job Title:	After School Club Lead
School Name:	Oakhurst Community First and Nursery School
Location:	Shaftesbury Road, West Moors, Dorset, BH22 0DY
Hours:	15 hrs per week, Term Time Only 2.30pm to 5.30pm - Monday and Friday
Salary Range:	Dorset Grade 9, SP19 to SP25 (£33,119 to £37,563 per annum; pro rata)
Pension:	Local Government Pension Scheme
Contact:	Ann Clark – Head Teacher E: office@oakhurstfirst.com T: 01202 871577
Closing Date:	Sunday 18 October 2026 (midnight)
Interview Date:	To be confirmed
Start Date:	As soon as possible

The Heath Academy Trust and Oakhurst Community First and Nursery School are looking to appoint a happy, enthusiastic and passionate person to lead our After School Club team. We are seeking an organised and enthusiastic person who will take overall responsibility for the running of the school After School Club and will be directly responsible for the day to day organisation of the planning and delivery of activities for children.

This role will include supporting the staff, maintaining the strong relationship we have with the school staff, being approachable to our parents and above all provide a safe, caring, stimulating and fun environment for the children in our care. The applicants for this public facing post will need to demonstrate the ability to converse and provide effective help or advice, fluently in written and spoken English.

Oakhurst First and Nursery School offers you:

- The chance to work in a small, friendly school set
- The opportunity work with committed experienced colleagues

We are committed to ongoing improvement and provide continuous support for our staff with high quality CPD. We value the diversity of our workforce and welcome applications from all sectors of the community.

Further details about this role can be found on the job description and person specification included in this recruitment pack and more information about the school can be found on our website: www.oakhurstfirst.com. Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01202 871577** to arrange your visit or discuss the post further.

In line with Keeping Children Safe in Education, all applications must be completed using The Heath Academy Trust's application form and returned via email to office@oakhurstfirst.com. CVs will not be accepted or considered. References will be sought as part of the shortlisting process, prior to interview selection. Please ensure referees are able to provide a full reference rather than a standard statement of employment time. You should provide the email and telephone contact details for all referees – thank you.

The Heath Academy Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. As part of the safer recruitment check, online searches will be conducted for all shortlisted candidates. The search will be purely based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Job Description

Job Title:	After School Club Leader
Location:	Shaftesbury Road, West Moors, Dorset, BH22 0DY
Reporting To:	Head Teacher
Hours:	15 hrs per week, Term Time Only 2.30pm to 5.30pm - Monday and Friday
Contract Type:	Permanent, Term Time Only Contract
Salary Range:	Dorset Grade 9, SP19 to SP25 (£33,119 to £37,563 per annum; pro rata)

Main Purpose of Job:

- Assume full responsibility for the operational management and co-ordination of the childcare provision, including staff, children, equipment, marketing and promotion, planning and implementation of EYFS;

Main Duties & Responsibilities:

- Establish and develop suitable policies and procedures as required, working towards an outstanding level of care and education for all children;
- Maintain appropriate child:staff ratios, making arrangements to cover appropriately for absent staff members;
- Take responsibility for promoting and safeguarding the welfare of all children ensuring that all staff are familiar with and work to the Safe Guarding Children Child Protection procedures;
- Liaise with representatives of the Senior Leadership Team of the school to ensure close working partnerships and continuity of high standards;
- Liaise with parents and carers over the care of children;
- Maintain appropriate records on each child as necessary;
- Be involved in the appointment and training of the staff team adhering to Safer Recruitment guidelines;
- Supervise and Co-ordinate staff in the delivery of the care, ensuring that activities and planning have incorporated the development stages of individual children;
- Promote the childcare provision to the school community to increase numbers;
- Co-ordinate the allocation of places and maintain waiting lists;
- Implement and maintain a system to ensure the health and safety of children and staff at all times. Maintain appropriate records and supply statistics as requested;
- Liaise with other professionals and organisations that support families with young children and attend inter-agency meetings as appropriate;
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge and Skills:

- To hold a minimum of Level 3 qualification in Playwork or Childcare;
- Substantial experience of working within childcare at a senior level;
- Sound interpersonal, leadership, management and supervisory skills;
- Understanding of the need for confidentiality;
- Willingness to keep up to date with changing government policy in education;

- To have a commitment to working in partnership with parents/carers and other professionals;
- To be committed to equality of opportunity for all;
- Ability to communicate with a wide range of people;
- Ability to lead by example.

Supervision and Management:

- Responsible for the day to day management of other members of the After School Club team;
- Operate the After School Club in line with the school; under the leadership and management of the Head Teacher.

Problem Solving and Creativity:

- The effective and efficient deployment and use of all staff and resources to ensure the provision of high quality after school club facilities;
- Develop team improvement plans as necessary;
- Develop and implement a marketing plan;
- On a daily basis, within prescribed guidelines, develop a range of strategies to engage individuals and groups of children, often with differing requirements.

Key Contacts and Relationships:

- Contact with parents and staff regarding children's needs.

Decision Making:

- The development and review of strategies, policies, guidelines and rules and to decide on when and how to apply a range of strategies for the benefit of children in relation to behaviour and care;
- There will often be the need to make immediate decisions in relation to the immediate care, control and safety of children;
- Decisions are made on the day-to-day deployment of staff and resources.

Working Environment:

- Regular periods of the working day will be spent standing, with periods of crouching/bending to engage children in activities;
- There are physical risks associated with intervention in incidents of challenging behaviour, including aggression, which are encountered with children.

Additional Duties:

The post holder will be required to carry out any other reasonable duties required over and above those listed above, in order to promote the ethos and profile of the school and ensure the well-being of its children and staff.

Person Specification

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Criteria	Essential	Desirable	How Identified
Education/Qualifications			
NVQ3 qualification in Playwork/Childcare	✓		Application Form
5 GCSEs including English and Maths to grade C or above (or equivalent)	✓		
Recent Safeguarding Training		✓	
Paediatric First Aid Certificate		✓	
Food Hygiene Certificate		✓	
Willingness to undertake further training		✓	
Experience			
Experience of working with 4 to 11 year olds	✓		Application Form & References
Experience of working in an outstanding child care or school setting		✓	
Experience of working in a supervisory and/or management capacity	✓		
Personal Attributes			
Calm, patient, caring, firm, fair, adaptable and confidential	✓		Application Form & Interview
Experience of supporting children with learning need		✓	
Inclusion			
Commitment to inclusion for all pupils	✓		Application Form & Interview
Experience of leading learning for children with SEN or EAL		✓	
Experience of working with vulnerable groups		✓	
Teamwork			
Willingness and ability to work as part of a strong school team	✓		Interview
Experience of working across nursery and primary school age range		✓	
Safeguarding			
DBS enhanced clearance (post interview)	✓		Application Form & References
Safeguarding training and an understanding of safer working practices		✓	
Knowledge and experience of IT programs to support learning and communication		✓	

Criteria	Essential	Desirable	How Identified
Communication			
Good verbal communication skills with parents/carers and other professionals	✓		Application Form & Interview
Good written communication in standard English	✓		
Curriculum and Learning			
Understanding of the EYFS curriculum and assessment		✓	Interview
Understanding of the primary National Curriculum		✓	



Our Vision Statement and Values

Who We Are

On 1 December 2015, six schools in East Dorset formally joined together to create The Heath Academy Trust providing education for pupils from nursery up to the age of 11 in East Dorset. These successful schools had worked collaboratively for several years and combined in order to capitalise on the benefits of being in a multi-academy trust in enhancing the learning experience for all pupils. The schools within the Trust are committed to improving teaching and learning.

The six schools are:

St Ives Primary and Nursery School

St James' CE First Schools and Nursery, Alderholt

St Mary's CE First School and Nursery, West Moors

Oakhurst Community First and Nursery School, West Moors

Sixpenny Handley First School and Nursery

Three Legged Cross First and Nursery School

Our Vision Statement

The Trust aims to provide a high quality, inclusive and effective learning environment producing an excellent performance from our children, and to engender a love of learning and a passion for excellence in all areas of school life. We will define a culture of high aspiration, to champion equality for all children and support clear lines of accountability, underpinned by strong, tailored school improvement and management systems within a professional learning environment.

Our Values

- Inspire
- Transform
- Together

