Inspire, Transform, Together





RECRUITMENT PACK

Childcare Supervisor for Wrap Around Care
St Ives Primary & 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.stivesprimary.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.co.uk

General Information

Equal Opportunities

The Heath Academy Trust and St Ives Primary & 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 St Ives Primary & 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 01425 475478 to arrange your visit or to discuss the post further.

St Ives Primary & Nursery School

"Inspiring bright futures and minds."

St Ives Primary & Nursery School is an extremely happy school, providing a caring environment in which each individual is truly valued. A dedicated, well-qualified teaching staff provides an excellent education, whilst a wealth of extra-curricular opportunities helps children to develop their talents to the full. At St Ives, high expectations underpin all that is undertaken. Forward looking in our approach, we are committed to preparing young people for an ever-changing world.

We want our children to feel cared for and valued and, in turn, to care for and value others. We want all the children here to feel really good about themselves because we know that happy, confident children will both do the best they can, and be the best they can.

The beautiful location and excellent facilities play their part too, but it is the quality of relationships throughout the school that creates such a welcoming environment, for children and parents alike.

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

Inspiring bright futures and minds.

Respect, Teamwork, Manners, Resilience, Happiness, Unique, Independence, Aspiration



Job Advert

Job Title:	**Childcare Supervisor for Wrap Around Care**
School Name:	St Ives Primary and Nursery School
Location:	Sandy Lane, St Ives, Ringwood, BH24 2LE
Contract Type:	One year fixed term contract, with the possibility to extend **16.25 hours per week, term time only** **2.45pm to 6.00pm (Monday to Friday inclusive)**
Salary Range:	Dorset Grade 6 - SP6 to SP9 £26,847 to £28,153 FTE (£13.92 to £14.59 per hour)
Pension:	Local Government Pension Scheme
Contact:	Laura Crossley – Head Teacher E: office@stivesprimary.com T: 01425 475478
Closing Date:	**Monday 23 November 2026 (midday)**
Interview Date:	TBA
Start Date:	As soon as possible

The Heath Academy Trust and St Ives Primary and Nursery School are looking to appoint a happy, enthusiastic and passionate early years practitioner to join our St Ives team and support our wrap around care.

This one year fixed term contract is for 16.25 hours per week and is term time only. The working hours are Monday to Friday, 2.45pm to 6.00pm; with the option of additional hours and the possibility to extend.

We understand flexibility is important, so there may be a possibility for this role to be a job share for the right candidates. If you are interested in the role please get in touch to discuss the possibilities. We would be happy to have a conversation about what could work for you or show you around the school.

The successful candidate will support the running of the school after school club and will support the day to day organisation of the planning and delivery of activities for children.

This role will include maintaining the strong relationship we have with the school staff, being approachable to our parents and above all contribute to providing a safe, caring, stimulating and fun environment for the children in our care. Our wrap around care is provided by the school and the successful candidate will have full support from the school leadership team and staff.

The candidate must have:

- At least a Level 3 qualification in Playwork/Childcare (or equivalent)
- Experience with working with 2 to 11 year olds

The following would be desirable (however, training can be provided):

- Paediatric First Aid Certificate
- Designated Child Protection Level 3
- Food Hygiene Certificate
- Experience of working in a supervisory and/or management capacity
- Experience in administration

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.

St Ives Primary and Nursery School can offer you:

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

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.stivesprimary.com**. Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01425 475478** to arrange your visit or discuss the post further.

In line with Keeping Children Safe in Education, all applications must be completed via the online application form. CVs will not be accepted or considered. References will be sought prior to the interview. 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:	**Childcare Supervisor for Wrap Around Care**
Location:	St Ives Primary and Nursery School
Reporting To:	Head Teacher
Hours:	**16.25 hours per week, term time only** **2.45pm to 6.00pm (Monday to Friday inclusive)**
Salary Range:	Dorset Grade 6 - SP6 to SP9 £26,847 to £28,153 FTE (£13.92 to £14.59 per hour)

Main Purpose of Job:
To be responsible for the day to day running of the day care provision.

Main Duties & Responsibilities:
- To plan the curriculum to maximise the development of each child;
- To prepare activities and organise resources for each session;
- To be involved in the development of other staff, including training, assessment, monitoring and supervision;
- To lead the team in offering high quality day care provision, and attend meetings as appropriate;
- To plan and deliver a curriculum, which leads towards the meeting of agreed objectives and targets;
- Keep records as appropriate;
- Be responsible for the care, presentation, display, safety, organisation and appearance of the facilities and equipment;
- Be committed to the principles of equality of opportunity for all;
- Read, discuss, understand and implement all policies;
- Encourage parental involvement and maintain confidentiality;
- 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 Level 3 qualification in Childcare;
- To be committed to undertaking further training or development as required;
- Have a detailed understanding of child development and relevant experience of working with children.
- Be able to act under own initiative and to make decisions;
- To have the ability to establish good relationships with children, parents and other staff, communicating clearly and sensitively;
- To relate well to children and adults and work co-operatively with the staff team and with parents to share knowledge and expertise for the benefit of the children;
- To be aware of the need for confidentiality;
- Be aware of the management systems in place for the provision of day care and have the ability to liaise effectively with the Headteacher of the school and / or the Management Committee.

Supervision and Management:
Typically there will be supervision available from the Headteacher or Senior Leadership Team on a regular basis. The post holder will be required to support the induction and further training of Childcare Assistants.

Problem Solving and Creativity:

- On a daily basis, adapt activities for individuals and groups of children;
- Use a variety of techniques to establish supportive relationships with children, parents and carers;
- A creative approach to supervisory duties, training and supporting staff is required.

Key Contacts and Relationships:

- Contact with staff to pass and receive information, advice, guidance, suggestions and ideas;
- Contact with professionals to provide daily support for pupils with known medical conditions;
- Contact with parents/carers and other agency staff to provide support for children, such as giving feedback on children's individual needs.

Decision Making:

Within agreed policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of children in relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.

There will often be a need to make immediate decisions, without initial referral to the Headteacher or Senior Leadership Team in relation to immediate care, control and safety of children.

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

Job Title:	**Childcare Supervisor for Wrap Around Care**
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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 2 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		✓	
Communication			
Good verbal communication skills with parents/carers and other professionals	✓		Application Form & Interview
Good written communication in standard English	✓		

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



To find out more about the Trust, please visit our website: https://heathacademytrust.wordpress.com