

Out of School Club Playworker



**The Keep
Learning Trust**

Creating Chances and Choices

About the Trust

The Keep Learning Trust is a growing Multi-Academy Trust established in 2014, currently serving schools across the borough of Bury. United by a strong belief in the power of education, we work collaboratively to support our schools and communities. By working together, we create lifelong chances and choices for all our pupils, ensuring every child is supported to achieve their potential.

Vision

By working together, we create lifelong chances and choices for all our pupils.

Inspiration	Innovation	Collaboration
We nurture every individual to help them find and explore their talents and develop the self-belief to become active members of their communities.	We create cultures and structures that ensure our schools are places of excellence where innovation is championed, creativity is encouraged, and best practice is shared.	Through our strong relationships, we bridge gaps, forge pathways and raise aspiration.

The Keep Learning Trust are seeking to appoint a positive and energetic playworker to work in one of our busy out of School Club's at Park View Primary School.

The ideal candidate will:

- Have experience of working with children
- Be positive and energetic.
- Be an excellent team player.
- Support the ethos of the Trust.

We can offer:

- A friendly and supportive team.
- Good rates of pay.
- Pension.

This Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The successful applicant will be required to complete an enhanced DBS check a satisfactory medical report arranged by school and satisfactory references.

Park View Primary School is part of The Keep Learning Trust, and you may from time to time be required to work at any of our other schools.

The Keep Learning Trust is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Application Process

To apply for this vacancy please complete the job application and return to Mrs Emma Collopy Headteacher at parkview@keeplearningtrust.co.uk. You should ensure your application form and supporting statement address all elements of the person specification. We will only consider candidates who meet the vast majority of the essential criteria outlined in the person specification.

Our Commitment

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

The equal opportunities form should be emailed directly to the central team at centralteam@keeplearningtrust.co.uk

Post details	Play Worker Out of School Club
Grade	Grade 5 (FTE £25,427) Permanent Term Time Only
Hours	11.25 hours per week Monday to Friday 3.15 p.m. – 5.30 p.m.
Annual Salary	Actual Salary TTO £6,950.82

The Keep Learning Trust is committed to safeguarding, safer recruitment and promoting the welfare of our pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks: -

The successful applicants will be required to complete an

- Enhanced DBS check
- Satisfactory medical report arranged by school
- Two satisfactory references.

Closing date for applications is 12pm on Thursday 22nd October 2026.

Interviews will be held week commencing 03rd November 2026.

Playworker

JOB DESCRIPTION

Responsible to:

Headteacher

Location:

Park View Primary School
Park View Road
Prestwich
M25 1FA

Main responsibilities:

The following list is typical of the level of duties which the Out of School Club Playworker is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Overall Duties

To support the day-to-day running of the school wraparound club by providing stimulating and inclusive play opportunities that promote children's personal, social, emotional, physical, creative, and intellectual development. All activities will be delivered in a safe, happy, and healthy environment, fostering positive relationships, independence, and wellbeing,

General duties

- Be aware of the timetable of activities and identify the expected tasks required.
 - Assist with the setting-up of the club each day.
 - Assist with the preparation and serving of food as appropriate.
 - Help to create a welcoming and supportive environment for the pupils attending the club.
 - Assist in the behaviour of pupils attending the club.
 - Assist with the tidying of the venue after use and ensure the secure storage of resources and equipment used
 - Assist in the administering and maintaining a registration or signing in system.
 - Help create related promotional displays for the club in the school.
 - Support the aims and ethos of the School/Trust.
 - Set a good example in terms of punctuality, behaviour and attendance.
 - Demonstrate and assist in the safe and effective use of specialist equipment/materials.
 - Be aware of and comply with policies and procedures relating to child protection, food hygiene, Health & Safety, security, administration and confidentiality, reporting all concerns to an appropriate person.
 - Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
 - Support the development of pupils with special educational needs and/or disabilities.
 - Contribute to the overall ethos/work/aims of the School/Trust.
 - Establish constructive relationships and communicate with other agencies/professionals.
 - Participate in training, other learning activities and performance development as required.
- Provision of induction training and advice to other staff and volunteers

Whilst every effort has been made to detail the main duties and responsibilities of the post each individual task and duty to be undertaken has not been identified.

The Out of School Club Playworker will be expected to comply with any reasonable request from the Headteacher and the Out of School Club manager to undertake work of a similar level that is not specified within this job description.

SUPPORT FOR THE SCHOOL/TRUST

- Be aware of and comply with School & Trust policies and procedures relating to child protection, health & safety, security, confidentiality and data protection. Report all concerns to the appropriate person. (as named in the safeguarding policy)
- Contribute to the overall ethos/aims/work of the School/Trust.
- To participate in performance development procedures and training and attend meetings as requested.
- Participate in training.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Other Responsibilities

- Promote the Trust's vision to inspire aspiration, self-belief and resilience in all the children in our schools.
- Champion the Trust's values.
- Contribute to the wider life of the School and The Keep Learning Trust Community.
- Carry out any such duties as may be reasonably required by the School or Trust.

Records Management

All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

Employees of The Keep Learning Trust have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people, ensuring that they are protected from harm.

This appointment is with The Keep Learning Trust. The job description forms part of the contract of employment for the postholder and reflects the position at the present time only. It may be reviewed and amended in consultation with the employee in the future. The appointment is subject to the terms and conditions set out in The Keep Learning Trust Statement of Particulars.

PERSON SPECIFICATION

Key: E = essential criteria and D = desirable criteria

No	CATEGORIES	Essential/ Desirable
QUALIFICATIONS		
1.	A diploma in Childcare and Education; NVQ2 in Children's Care, or an equivalent qualification.	D
2.	Strong academic record including Maths and English GCSE grade C (or equivalent) or better	D
3.	First Aid qualifications	D
4.	Basic Food Hygiene	D
5.	Evidence of continuous professional development	D
EXPERIENCE		
6.	Working with children in a childcare setting.	E
7.	Working within a primary school.	D
8.	Experience of supporting children in an EYFS environment	D
9.	An understanding of the requirement of children with special needs.	D
10.	Experience of communicating with parents within a school/childcare setting	E
11.	Ability to contribute to ideas for the ongoing development and improvement of the club	E
12.	Knowledge of child protection and safeguarding	E
ABILITIES, SKILLS AND KNOWLEDGE		
13	Ability to maintain positive relationships with pupils and other adults.	E
14	Ability to work effectively within a team.	E
15	Effective behaviour management skills.	E
16	Ability to communicate both orally and in writing	E
17	Good ICT skills for word-processing and use of learning software, including online resources.	E
18	Ability to communicate with children using a range of verbal and non-verbal techniques	E
PERSONAL QUALITIES		
19	A passionate belief in the school's mission statement.	E
20	Commitment to undertaking additional training where required.	E
21	Clear understanding of, and respect for, confidentiality	E
22	A passionate belief in the Trust's vision to inspire aspiration, self-belief and resilience in all of the children in our schools.	E
23	A strong commitment to the Trust values of inspiration, Innovation and Collaboration.	E

Guidance Notes for Application Form

Please read the following notes carefully, as the decision to shortlist you for an interview will be based solely on the information you provide on the application form.

Personal Details – It is important that you complete this section accurately and in full, as the information requested is required to process your application. Please do not leave any section blank.

References – References are requested for all shortlisted applicants for posts. A reference from your current or most recent employer will normally be required before an offer of employment is made.

Work History – When completing this section, it is important that you include any part-time, voluntary or *community work you may have done since these may reveal relevant skills.*

Knowledge Relevant to the Post – Any qualifications which are required for the post will be set out in the Role Description, and you should list these in this section. You may also like to include other qualifications you possess or training courses you have attended which you feel are relevant to the selection criteria for the post.

Experience – Please do not submit a job history or curriculum vitae. This is the most important section of the form, as this is where you make out your case for the post. Here, you should provide evidence that you possess the skills/knowledge and experience required, preferably by giving specific examples. Do not forget to include the skills/knowledge and experience you have gained outside paid work and through training.

About Yourself – In this section, include anything you wish to say about yourself that you feel is relevant but has not been included elsewhere, including any skills.

Disclosure and Barring – Please read this section carefully, ensure that the information you provide is accurate and sign the Declaration.

Equal Opportunities Monitoring – The information you provide in this section will enable the Trust to monitor its recruitment process in relation to its "Equality of Opportunity Policy". The information obtained will be treated as confidential and used only for monitoring



**The Keep
Learning Trust**
Creating Chances and Choices

www.keeplearningtrust.co.uk
TKLT@keeplearningtrust.co.uk

Telephone: 0161 723 4538 Option 2

Keep Learning Trust Office
Coronation Road, Radcliffe, Manchester,
England, M26 3RD

A charitable company limited by guarantee
registered in England & Wales.
Company Number: 08769073