Captain Cook Primary School

Play Leader (Breakfast Club & After School)

Pay Scale: Band/Grade D SCP 7 £16,257 per annum
Required: From January 2027
Permanent 25 hours per week

Hours: 7.00am until 9 am and 3.00 pm until 6.00 pm

Are you looking for a new and exciting opportunity? Do you have a genuine desire to create something extraordinary for the children in our care? If so, Captain Cook Primary School may just be looking for you…

Captain Cook Primary School is a unique school, which serves a diverse community in the heart of Darlington.

This new role is to help allow more of our parents to access affordable childcare.

Applications should be returned to school by post or emailed to admin@captaincookprimary.co.uk

In line with Lingfield Education Trust's Recruitment & Selection Policy, please note that we are unable to accept CVs – the full application form must be completed and any information provided on CVs will not be considered for short-listing purposes.

The post will be based in Captain Cook Primary School however; the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Lingfield Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed.

Due to the fast turnaround of the deadlines of this vacancy, an offer of employment will be subject to satisfactory references and successful DBS Clearance

Further details are available from the school office

Closing Date: Monday 7th December 2026

Shortlisting: Wednesday 9th December 2026

Interviews: Thursday 10th December 2026

If you are not contacted by **Tuesday 8th December**, please assume that you have not been shortlisted on this occasion.

Job Description

POST TITLE :	**Play Leader (After School)**
GRADE :	**Band/Grade D SCP 7**
JOB PURPOSE :	**To support in the childcare and delivery of our before and after school clubs. Ensure the provision operates within relevant legislation and regulations, the children are kept safe and that relevant educational and recreational activities take place.**

MAIN DUTIES/RESPONSIBILITIES

1. Ensuring a diverse, relevant and varied programme of activities takes place using the facilities provided.

2. Checking equipment regularly to ensure safe use across the provision.

3. Building strong professional relationships with parents, carers and other visitors to make sure everyone is made to feel welcome and that they receive the appropriate information and advice in a timely manner.

4. Maintaining accurate records.

5. Administering basic first aid where necessary.

6. Assist in preparing and serving healthy snacks and meals where appropriate.

7. To support in the setting up and clearing away of all activities and equipment at the beginning and end of each session.

8. To undertake such personal training that may be deemed necessary to meet the duties of the post.

9. This post involves a high level of contact with, and responsibility for children.

10. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, including adhering to all specified procedures.

11. The post holder must carry out his/her duties with full regard to the all the Trust's policies and procedures in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

12. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

This is not an exhaustive list. The post holder will be required to undertake any other duties of a similar nature related to the post which may be required from time to time and are considered reasonable for the post.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST/SCHOOL POLICIES.

THE POST IS SUBJECT TO AN DBS CHECK (CERTIFICATE OF DISCLOSURE FROM THE DISCLOSURE AND BARRING SERVICE) AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

The Trust and Schools within the Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Person Specification

	ESSENTIAL			DESIRABLE		
	Criteria No.	**ATTRIBUTE**	**Stage Identified**	**Criteria No.**	**ATTRIBUTE**	**Stage Identified**
Qualifications & Education	E1	Minimum NVQ L2 in Childcare Willing to complete Paediatric First Aid and Food Hygiene Training		D1 D2	Paediatric First Aid Training Food Hygiene Training	AF/I/R/C
Experience & Knowledge	E2 E3	Experience of working in a similar environment providing educational and recreational activities Experience of working with primary school age children	AF/I/R AF/I/R	D3 D4	Knowledge of Health and Safety practices at work relating to spillages, trips and falls Knowledge of the EYFS	AF/I/R AF/I/R AF/I/R
Skills	E4 E5 E6 E7	Be able to work as part of a team but also on own initiative Basic record keeping skills Ability to effectively communicate orally with colleagues and children Ability to build professional relationships with a range of people including parents, children and colleagues.	AF/I/R AF/I/R AF/I/R AF/I/R			

Personal Attributes	E8 E9 E10	Friendly and approachable manner Calm and confident Flexible approach	AF/I/R AF/I/R AF/I/R			
Special Requirements	E11 E12 E13 E14	Motivation to work with children Ability to form and maintain appropriate relationships and personal boundaries with children Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining Suitability to work with children	I/R/D I/R/D I/R/D R/D	AF/I/R AF/I/R AF/I/R AF/I/R		

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory references & an enhanced DBS check