



Lady Boswell's CE Primary School



Lady Boswell's CE Primary School
Plymouth Drive
Sevenoaks
Kent TN13 3RW

VACANCY

Employment type: After-School Club Assistant
Salary level: KSB

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AN OPPORTUNITY TO BE A BREAKFAST CLUB AND AFTER-SCHOOL CLUB ASSISTANT OF

OUR OUTSTANDING SCHOOL

We are looking for an enthusiastic person to work within our Breakfast and After-School Club, The Orchard, which provides wraparound care for around 90 pupils per day before and after school.

The role is for:

Breakfast

Wednesday 7.30am – 9am

After School

Monday 3.15pm – 6pm

Wednesday 3.15pm – 6pm

Thursday 3.15pm – 6pm

Friday 3.15pm – 6pm

Total weekly hours – 15.25. There will possibly be additional breakfast club shifts available from September.

Pay is at KSB - FTE - £25,126. Hourly rate £13.02

Duties will include:

- Providing activities for children
- Supervising children during mealtimes
- Helping to tidy up
- Supervise a range of activities including craft activities, sport activities and computing activities

The successful candidate will be expected to:

- Provide a safe, caring and stimulating environment for children
- Build partnerships with parents and carers
- Administer first aid as and when required
- Have regard to the Christian character of the School and its Foundation

HOW TO APPLY

To apply please complete the application form within Kent Teach for this vacancy.

CVs are not accepted.

You will be notified as soon as possible after the closing date, if you have been selected for an interview.

FURTHER INFORMATION

Whether or not you are selected for interview will be determined solely on the information provided in your application form. It is very important that the form you return to us contains the information that the school wants and the information that you want to give us.

We value diversity in our workforce – fair treatment for all is vital to the quality of services to the public. Lady Boswell's has an equality policy to ensure that all groups and individuals within the community are given full opportunity to benefit from the services and jobs we provide.

Lady Boswell's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check, 2 references and a health check and a social media check.

The School

Set on the edge of the beautiful Knole Park Estate in Sevenoaks Lady Boswell's Primary School has a strong sense of history, having been established in 1675. We are a Christian school which provides a safe and happy haven that allows every child to develop and learn in a kind and caring environment whilst achieving the highest academic standards. Our school is modern, and was extended to 2 form entry in 2013.

An Ofsted Outstanding provider – May 2022

The Orchard is a wraparound care provision, run by the School, which offers both before and after school care.

*'achieve personal success'
'feel secure & valued'*



*Happy, caring,
responsible
independent learners'*

Learning together, Christ at the Centre, Learning for Life.

OUR VALUES

Love

'Let us not love with words or speech but with actions and in truth.'

1 John 3 v 16-18

Respect

'Show proper respect to everyone, love the family of believers'

1 Peter 2:17

Faith

'Now faith is confidence in what we hope for and assurance about what we do not see.'

Hebrews 11:1

Kindness

'But the fruit of the Spirit is... kindness...'

5 v 22

Honesty

'Full of grace and truth'

John 1 v 14



We value every member of our community as a unique child of God and seek to demonstrate his love through our words and actions as we enable every child to achieve their full potential so that they leave us with their heads inspired and their hearts enriched.

Job Description & Person Spec

After School Club Assistant Job Description

Job Title: After School Club Assistant

Reports to: After School Club Manager

Current Grade: KSB

1. PURPOSE OF JOB

To work under the direction of the After-School Club Manager providing a safe, caring and stimulating environment for children. To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.

2. PRINCIPAL ACCOUNTABILITIES

- Support the Manager in the planning of the daily activities of the After-School Club to ensure children's needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times
- Work with other staff to provide healthy meals/snacks in order to promote healthy eating and maintain the Breakfast Club After-School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff.
- Advise the After-School Club Manager of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the wellbeing of the children and work within KCC Guidelines for Child Protection to ensure the wellbeing of the children.

- Support the Manager in ensuring that high standards are maintained in the running of the club, including how the resources (staff, premises and equipment) are used to ensure the needs of the children are met and support the supervisor in ensuring that all records are maintained ensuring confidentiality of information.
- Support the Manager in undertaking daily supervision of the After-School Club, developing and maintaining high standards throughout, in the absence of and as requested by the Manager, to ensure the welfare of the children and, when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- With the other staff in the After-School Club ensure that children, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds to ensure that the After-School Club's Equal Opportunities policy to is adhered to.
- Administer first aid when necessary
- Facilitate good communication with all members of the organisation, parents and schools
- Working within the framework of the club's policies and procedures

4. NECESSARY EXPERIENCE

- Knowledge of Health and Safety procedures in the After-School Club
- Knowledge of Child Protection procedures in the After-School Club
- Paediatric First Aid Certificate or willingness to obtain.
- Must have a basic understanding of Food Hygiene
- Basic experience and understanding of multi-agency and partnership working.
- Experience of basic technology (computer, video, photocopier)
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

5. SCOPE FOR IMPACT

This post has a direct impact on the well-being and development of children attending the club

The post holder will need to be aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and support the Supervisor in ensuring the National Standards and out of school play values are met at all times.

The post holder will work in partnership with the school and liaise with external agencies and professionals as required to ensure high standards are maintained in the club

The post holder will be expected to attend staff meetings and training sessions as required to ensure own personal and professional development.

Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none">• Experience of working with 4 to 11-year olds• Understanding the varied needs of children and their families• Understanding the issues involved in the delivery of quality play care• Understanding the issues of equal opportunities• Provide and facilitate safe and creative play• Good communication skills• Able to work as part of a team• Sound judgement and common sense	<ul style="list-style-type: none">• Experience of working within a play-based setting• Experience of administration• Competent in using IT to support play and club administration• Ability to work on own initiative• Relevant qualification or willingness to work towards this• Appropriate child protection training• Current Paediatric First Aid Certificate• Food Hygiene Certificate

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none">• Sufficient understanding and use of English to ensure the well-being of the children | |
|----------------------------------------------------------------------------------------------------------------------------------------|--|

SELF-DISCLOSURE FORM

Congratulations on being shortlisted.

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, and / or whether you have any relevant convictions, court orders, reprimands, warnings, or other matters which may affect your suitability to work with children. This form also requires information from you to be used by the school to carry out an online recruitment check in line with KCSIE.

Please complete the following form as accurately as possible and return this disclosure form to the school **within 48 hours of being received.**

Note: You are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), If you are not sure whether one of your convictions is 'protected', you can [check here](#) before answering the following questions. More information about filtering and protected offences can also be found on the Ministry of Justice website.

How the Information will be used

We will use this information to:

- Determine whether you are eligible or not for the role based on barring or childcare disqualification requirements
- Inform our discussions at interview in relation to information disclosed

If you are offered the position, as the role you have applied for involves contact with children, you will also be required to undergo the relevant vetting and barring checks including a DBS check. Information that you provide in this self-declaration will be compared with the appropriate checks.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance.

Surname:		Previous name(s) (if any):	
Forename(s):		Preferred title:	Date of birth:
National Insurance No:	Teacher Ref. No: (if applicable):	Date of recognition as qualified teacher, QTS (if applicable):	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further information:			
Do you have any unspent convictions or conditional cautions?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further information:			
Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by either?			Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> - The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales - Or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland? 			
If yes, please provide further information:			

Have you been the subject of any investigation and/or sanction by a professional body due to concerns about your behaviour towards children?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further information:	
Do you have any overseas convictions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further information:	
Are you included on the DBS Children's Barred list?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further information:	
<p>Only answer this question if, in accordance childcare disqualification requirements the post requires you to work with pupils under 5 and/or pupils under 8 in wraparound care.</p> <p>Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> - Orders disqualifying you from caring for children - Orders disqualifying you from private fostering - Any refusal of an application for you to be registered in relation to a children's home - Care/child protection orders issued in respect of a child in your care 	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide further information:	
<p>Only answer this question if in accordance childcare disqualification requirements the post requires you to work with pupils under 5 and/or pupils under 8 in wraparound.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018?

This includes, but is not limited to:

- Any offence against or involving a child
- Any sexual offence
- Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH)

If yes, please provide further information:

If an 'online check' was carried out about you (For example a search on Google, Bing, Yahoo!, Facebook, LinkedIn, Instagram, Tik Tok) would there be any information available in the public domain that would lead an employer to question your suitability to work with children and/or potentially damage the reputation of the school/trust?

Yes No

If Yes, please provide further information:

Please provide any other 'Names' or 'Handles' you are known by online or on social media to allow 'online checks' to be carried out as part of the recruitment process:

Confirmation of declaration: (tick boxes below)

I agree that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children.

<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or disciplinary action may be taken if information is not disclosed by me and subsequently comes to the organisation's attention.
*Signature of candidate:	
Print name:	
Date:	

*In accordance with Keeping Children Safe in Education, where the signature is electronic, the shortlisted candidate should physically sign a hard copy at the point of interview.



Lady Boswell's C.E. (Aided) Primary School

*Learning Together,
Christ at the Centre,
Learning for Life*

Recruitment of Ex-Offenders

Date of Policy: February 2026

Date of Next Review: February 2029

Policy to be authorised by: Finance & Resources Committee

Policy approved: February 2026

Author of Policy: Mrs C Wilkes – template from HR Connect

Lady Boswell's Church of England (Voluntary Aided) Primary School.

Recruitment of Ex-Offenders Policy

We value every member of our community as a unique child of God and seek to demonstrate His love through our words and actions. We enable every child to achieve their full potential so that they leave us with their heads inspired and their hearts enriched.

As a result, our children will:

Develop a positive sense of self and well-being; confident to make the right choices and keep themselves safe in an ever-changing society

Strive for academic excellence, developing a thirst for knowledge and a love of learning

Become effective communicators, collaborators and leaders

Be resilient, resourceful and courageous

Be curious, creative individuals and confident problem solvers

Grow in spiritual awareness and develop a strong moral compass and a deepening understanding of the Christian faith in a multi-faith British society

Become responsible and tolerant global citizens who value diversity, forgive readily, and have concern for the needs of each other, the school, the wider community, and the planet.

1. Introduction

Lady Boswell's CE (Voluntary Aided) Primary School is committed to working in accordance with Keeping Children Safe in Education, and the DBS Code of Practice, which require that the school makes available a copy of its Policy on the Recruitment of Ex-offenders to all job applicants.

This policy provides a framework within which the school will seek to ensure that all cases are assessed fairly, and on an individual basis. Lady Boswell's CE (Voluntary Aided) Primary School will not discriminate because of a conviction or other information revealed.

2. Scope

This policy applies to all Employees and Governors of Lady Boswell's CE (Voluntary Aided) Primary School.

3. Adoption Arrangements and Date

This policy was adopted by the Governing Body of Lady Boswell's CE (Voluntary Aided) Primary School on 17 March 2026 and supersedes any previous Employment of Ex-Offenders Policy.

This policy will be reviewed by The Governing Body every 3 years or earlier if there is a need.

The effectiveness of this policy will be monitored, evaluated, and reviewed by the Headteacher and Governing Body.

4. Background

The Rehabilitation of Offenders Act 1974 allows most convictions and cautions to be considered spent after a specified period of time. Once a caution or conviction is spent the person is considered rehabilitated and the ROA treats the person as if they had never committed an offence. This means that jobseekers with criminal records have the right to legally withhold such information from a prospective employer when applying for most jobs.

All positions that involve working with children are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Candidates applying for a vacancy will be asked to complete a Self-Disclosure form on which they will be asked to disclose any relevant convictions, court orders, reprimands, warnings, or other matters which may affect an applicant's suitability to work with children. Candidates should be signposted to the Ministry of Justice website to seek guidance and clarity on what offences and issues they are required to disclose.

<https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>

Further information on the Self-Declaration process for job applicants is contained in the main body of the Recruitment Guidance Notes. Additional information can also be found at <https://www.nacro.org.uk/criminal-record-support-service/support-for-employers/asking-about-criminal-records/?nowprocket=1>

5. Legal Requirements

Keeping Children Safe in Education

Keeping Children Safe in Education gives statutory guidance and states:

- Where a role involves engaging in regulated activity relevant to children, schools and colleges should include a statement in the application form, or elsewhere in the information provided to applicants, that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- Schools and colleges should also provide a copy of the school's or college's child protection policy and practices and policy on employment of ex-offenders in the application pack or refer to a link on its website.
- Schools and colleges should assess cases fairly, on an individual basis. A decision not to appoint somebody because of their conviction(s) should be clearly documented, so if challenged the school or college can defend its decision, in line with its policy on recruitment of ex-offenders.

DBS Code of Conduct

The DBS Code of Conduct, published under section 122 of the Police Act 1997, advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

Registered Bodies, and those in receipt of the DBS Update Service information, must have a written policy on the suitability of ex-offenders for employment in relevant positions. This should be available upon request to potential applicants and, in the case of those carrying out an umbrella function, should be made available to their clients. Clients of Registered Bodies should make this policy available to their potential or existing employees.

5. Policy Statement

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Lady Boswell's CE

(Voluntary Aided) Primary School will comply fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.

- Lady Boswell's CE (Voluntary Aided) Primary School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Lady Boswell's CE (Voluntary Aided) Primary School will only ask an individual to provide details of convictions and cautions that Lady Boswell's CE (Voluntary Aided) Primary School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- Lady Boswell's CE (Voluntary Aided) Primary School can only ask an individual about convictions and cautions that are not protected.
- Lady Boswell's CE (Voluntary Aided) Primary School is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability, or offending background.
- Lady Boswell's CE (Voluntary Aided) Primary School will make this written policy on the recruitment of ex-offenders available to all DBS applicants at the start of the recruitment process.
- Lady Boswell's CE (Voluntary Aided) Primary School actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records.
- Lady Boswell's CE (Voluntary Aided) Primary School select all candidates for interview based on their skills, qualifications, and experience.
- An application for a criminal record check is submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record is identified as necessary, all application forms, job adverts, and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- Lady Boswell's CE (Voluntary Aided) Primary School ensures that all employees involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences using information available at www.nacro.org.uk

- Lady Boswell's CE (Voluntary Aided) Primary School also ensures that employees have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, Lady Boswell's CE (Voluntary Aided) Primary School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Lady Boswell's CE (Voluntary Aided) Primary School makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
- Lady Boswell's CE (Voluntary Aided) Primary School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Further advice may be sought from your HR Consultant/Line Manager.



Lady Boswell's C.E. (Aided) Primary School

REFERENCE REQUEST FORM – SUPPORT STAFF ROLE

SECTION A: ESSENTIAL INFORMATION

to be completed for all applicants

Full name of applicant:

Job title (in your employment):

Start date:

Date of leaving (where applicable):

Reason for leaving:

Pay Range / Grade

Salary (pro rata salary)

Allowances

Capacity in which you know/knew the applicant:

Length of time you have known/knew them in this capacity:

1: In your view, does the applicant's overall performance suggest that they are equipped to fulfil the responsibilities of the post for which they are applying?

Yes No

If no, please comment:

Please see enclosed Job Description

2: Is the applicant (or were they at the date of leaving your employment) subject to any formal disciplinary procedures or formal sanctions?

Yes No

If yes, please provide details:

There is no requirement to provide information about informal action or expired sanctions

3: Is the applicant currently or were they at the point of leaving your employment subject to any ongoing disciplinary investigation?

Yes No

If yes, please provide details:

4: In the preceding two years, has the applicant been subject to any formal capability procedures or formal sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If yes, please provide details:</p> <p><i>Regulation 8A of the School Staffing (England) Regulations 2009 requires schools (maintained or academy) to provide this information in relation to teaching posts in maintained schools. For other posts, referees are asked to provide relevant information as part of their obligation to provide a fair and accurate reference.</i></p>	
5: Has the applicant been subject to any formal disciplinary procedures involving issues relating to the safety & welfare of children / young people or the applicant's behaviour towards children & young people?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If yes, please provide details:</p> <p><i>Respondents should include both current & expired warnings(s) / sanction(s) in their response.</i></p>	
6: Have any allegations or concerns been raised about the applicant that relate to the safety & welfare of children & young people or the applicant's behaviour towards children & young people?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If yes, please provide details (i.e. whether an investigation took place, what was the outcome / conclusion and how the matter was resolved):</p> <p><i>Please note any allegations which have been found to be unsubstantiated, unfounded or malicious should not be included.</i></p>	
7: In your opinion, is there any reason why the applicant should not be appointed to the post for which they have applied or be employed to work with children & young people or in a school setting?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If yes, please provide details:</p>	

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8: Is the applicant's general attendance / punctuality (unrelated to health) good?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If no, please explain why:

9: How would you grade your recommendation of this applicant for the above post?

Strongly Recommend <input type="checkbox"/>	Recommend with reservations <input type="checkbox"/>	Do not recommend <input type="checkbox"/>
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Where recommended with reservations or not recommended, please provide details:

SECTION B: FURTHER INFORMATION - Please rate (circle as appropriate) and comment, to the best of your knowledge, on the applicant's ability, typical performance or any specific activities they have undertaken in the following areas

1. Building and maintaining effective working relationships. *If currently or previously employed in a school environment, please comment on relationships with pupils, parents, colleagues & the wider school community*

Excellent	Good	Fair	Poor
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Comments:

2. Willingness to learn and develop / continuous professional development.			
Excellent	Good	Fair	Poor
Comments:			
3. Flexibility. <i>For example, willingness to undertake varied tasks and/or new methods commensurate with grade or professional standing</i>			
Excellent	Good	Fair	Poor
Comments:			
4. Team working. <i>Ability to work co-operatively with colleagues and share responsibility for team outputs</i>			
Excellent	Good	Fair	Poor
Comments:			
5. Ability to prioritise work and meet deadlines			
Excellent	Good	Fair	Poor
Comments:			

6. Ability to use own initiative appropriately			
Excellent	Good	Fair	Poor
Comments:			

7. Communication, both written and verbal, with varying audiences			
Excellent	Good	Fair	Poor
Comments:			

8. Wider Contribution to your organisation or general life of the School			
Excellent	Good	Fair	Poor
Comments:			

9: Job related knowledge			
Outstanding	Good	Fair	Poor
Comments:			

Please use this space to provide any further relevant information:

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Details of the person providing this reference:	
Signed:	
Name:	
Position:	
Organisation:	
Date:	
Email address:	

Thank you for your assistance in completing this reference which is based on the requirements for references set out in the DfE guidance *Keeping Children Safe in Education: Statutory guidance for schools & colleges (Sept 19)*