

Bankfoot Primary School
Bolingbroke Street, Bradford, BD5 9NR
Tel: 01274 732068
Email: office@bankfoot.bradford.sch.uk
Web: www.bankfootprimary.co.uk

Headteacher: Mr Tim Elcock
Deputy Headteacher: Mrs Munir Irfan
Assistant Headteacher: Miss Vicki Cox



Bankfoot Primary School Recruitment Pack

After-school Childcare Assistant

Monday to Friday, 2.45pm – 5.00pm, 11.25 hours per week TTO
More hours may be available depending on demand.

**Fixed term contract until November 2026- Extension depending on demand of
childcare.**

Scale: Band 5, SCP 5-6, pro rata

Closing date: Thursday 2nd October 2025, 9.00am
Interview: Monday 6th October 2025

Kindness Respect Achievement Equality Forgiveness Friendship
Resilience Peace Hope Determination Gratitude Positivity

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Job Title: After-school Childcare Assistant

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Scale: Band 5, SCP 5-6, pro rata

Hours: 2.45pm – 5.00pm, 11.25 hours per week, TTO

We are setting up a new after-school childcare provision on our premises, and we are looking for an inspirational and motivated individual to assistant the leader of the provision.

Job Purpose:

Assisting in the Implementation of and ensuring the quality of the after-school care club, enabling the children to play in a safe and stimulating environment.

Main Duties and Responsibilities:

- Assist the leader in planning and delivering varied play activities, taking into account the needs of the children.
- Assist in making sure all activities are safe, fun, creative and stimulating, making sure that they are relevant for all children including vulnerable groups.
- Implement the School's equal opportunities policy.

Detailed Responsibilities:

- Assist all wraparound childcare activities
- Work closely with the childcare leader to ensure a safe and stimulating environment
- Setting up and packing away any equipment each day.
- Assist in the evacuation of the premises in case of fire.
- Follow safety procedures, instructions, reports and rectifies any unsafe conditions.
- Maintain records when required.
- Follow the Child Protection & Safeguarding Policy.

General Requirements:

- Fully supportive of our school's values and ethos.
- Be committed to the safeguarding and welfare of children.
- Be committed to Equality, Diversity and Inclusion.
- Willing to engage fully with the local community.

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Personnel Specification

PLEASE NOTE: When completing your application please demonstrate evidence of impact for each of the attributes below as appropriate.

Qualifications	Essential	Desirable
GCSE English and Maths Grade C/4 or above	✓	
Food Hygiene Training		✓
First Aid		✓
Experience & Skills	Essential	Desirable
Experience of working with children in an educational setting or similar.	✓	
Understanding of and commitment to following all safeguarding procedures of the school.	✓	
Ability to communicate in an appropriate manner with children/adults.	✓	
A good level of spoken and written English.	✓	
Manage behaviour in a positive way.	✓	
Ability to act upon own initiative.	✓	
Be able to motivate staff and children.	✓	
Understanding of games and sports that children would be enthused by.	✓	
Training	Essential	Desirable
Willing to undertake any relevant training and attend courses. E.g. First Aid	✓	
Special Knowledge	Essential	Desirable
Knowledge of basic Health & Safety in the workplace.		✓
Ability to maintain confidentiality and understand data protection.	✓	
Personal Circumstances	Essential	Desirable
Eligible to work in the U.K.	✓	
No contra-indications in personal background/criminal record indicating unsuitability to work with children/young people	✓	
Not required to take holidays during school term time.	✓	
Emulate the 12 Community values of Bankfoot Primary School:- (Kindness, Respect, Achievement, Equality, Forgiveness, Friendship, Resilience, Peace, Hope, Determination, Gratitude and Positivity)	✓	

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Disposition/Attitude	Essential	Desirable
Be a good team player.	✓	
Be a good communicator with pupils, staff and visitors.	✓	
A calm and caring nature.	✓	
Be productive and work with enthusiasm.	✓	
Reliable, dependable and calm in difficult circumstances.	✓	
Practical / Intellectual Skills	Essential	Desirable
Punctual, reliable and trustworthy.	✓	
Relates well to children of all age.	✓	
To be thorough and pay attention to detail.	✓	
Good sense of humour.	✓	
Physical / Sensory	Essential	Desirable
Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate	✓	
Equality & Safeguarding	Essential	Desirable
Candidates should indicate an acceptance of, and a commitment to, the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community".	✓	
Be committed to Safeguarding and promoting the welfare of children and young people	✓	

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Selection Process Guidance

Safeguarding

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS) and an online check. We will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references.

Inclusion

As a School we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact Sameena Hussain (HR Manager), via email: office@bankfoot.bradford.sch.uk to arrange a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you via e-mail.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

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Interview Process

The interviews will be held at the school and will consist of tasks and a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity with you.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Timeline

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