



Cedarwood Primary School

Headteacher: Mrs T Shute

Dear Applicant

Play Leader Vacancy

Thank you for your interest in joining the Cedarwood Team. We are looking for a friendly and efficient Play Leader to join our excellent lunchtime team. Duties will include; working with the Play Leader team to create a positive lunchtime experience for the children as per the attached job description. The successful candidate will need to be flexible, able to work under pressure and able to adapt to the ever-changing demands of the school day. Ability to maintain good humour and an unflappable nature are essential.

For an application pack and further information about our school, including key school policies such as safer recruitment and child protection and safeguarding, please visit the school website: <https://www.cedarwoodprimary.org.uk/suffolk/primary/cedarwood>.

The post is currently on a casual basis with a possibility to become permanent and there are hours available for Monday to Friday, term time plus non-pupil days (39 weeks per year). The hours will vary between 1.5 and 2 hours per day according to the duties allocated on the lunchtime rota and will be worked over the lunchtime period between 11.15am and 1.15pm. The rate of pay is currently £11.59 per hour, plus an allowance for holiday pay.

Cedarwood Primary School implements a rigorous child protection and safeguarding policy and the staff and governors are committed to safeguarding and promoting the welfare of children. We operate a safer recruitment procedure which includes safeguarding checks in line with the latest Keeping Children Safe in Education guidance. It is an offence to apply for the role if you are barred from engaging in activity relevant to children. Please note that all posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. Please see the declaration section of the application form for further details including details of exceptions.

Only those candidates who fulfil the job criteria will be short-listed. The interviews will be conducted by a panel and will contain a 'personal' section where suitability for working with children will be explored. We are an equal opportunities employer.

To apply for the post, please complete an application form and return to the school at the address below or email to applications@cedarwoodprimary.org.uk by 12pm on Monday 16th September. Please note that the deadline may be brought forward if sufficient applications are received. If you have any queries or wish to discuss the role, please telephone the school office on 01473 612981 or email applications@cedarwoodprimary.org.uk. We look forward to receiving your application.

Kind regards

Kath Smith-Howell

School Business Manager