



**Tufnell Park
Primary**

**After School Supervisor
Permanent – Scale 6
Hours (2.30pm to 6.30pm) 20 hrs TTO
Tufnell Park Primary School
TUF/1546**



Closing Date: 9am on 2nd February 2026



Contents page

Letter from the Headteacher	3
About the School	4
Advert	6
Job Description	7
Person Specification	10
Additional Information	12

Dear Applicant,

I am delighted that you are interested in joining the team here at Tufnell Park. I would like to take this opportunity to tell you a little more about our school.

Tufnell Park is a happy and dynamic primary school with nursery. We are mainly a two form entry although some year groups are 90 per year. We also have a 52 place Nursery and a provision for two-year-olds.

In September 2019, we moved into a stunning brand-new building, with expanded state of the art facilities reflecting the high aspirations we hold for our community. We are excited by the development this is promoting, whilst carefully striving to retain the current 'feel' of our smaller school where every child is known. If you have the drive and ambition, many varied opportunities exist to be part of shaping the future here at Tufnell Park, whilst developing your own practice and career.

We are currently a good school (*Ofsted, October 2022*) but have high aspirations to improve further in all areas, and the capacity to do so. We are seeking staff with the drive and creative spark to devise and shape purposeful experiences that ensure all our children become responsible, resourceful and resilient citizens, as well as passionate advocates for the natural environment and expert users of technology. We are very excited by the prospect of extending our wraparound care, bringing it in-house to make use of the amazing facilities here at school, as well as providing a vital high-quality service to our parents and community.

Like many inner-city primary schools, our children come from a wide range of backgrounds, including some families in difficult circumstances. This makes Tufnell Park a challenging and rewarding place to work. To be appointed to our school, we would expect you to be committed to improving children's life chances. You can expect from us a commitment to your own professional development, a supportive leadership team and a wonderful group of teaching and support staff, who really believe in our children and their ability to succeed. We are well supported by a very effective governing body and an active Parent Teacher Association, ensuring our community is fully engaged in the life of the school.

I would love for you to visit us and get a sense of what Tufnell Park is all about. Please call or email Jacqueline Orchard (our School Business Manager) to make an appointment.

I look forward to hearing from you,



Martin Scarborough – Headteacher



About the school

Tufnell Park is a great place to work and is a positive environment where everybody works together to achieve. We are currently a two form entry. In September 2019 we moved into a brand new, state-of-the-art building to match our high aspirations, with additional dedicated teaching facilities, including a teaching kitchen, a music/dance studio and SEN suite with sensory room.

Our site on the brow of a hill gives wonderful views across North London—big skies and wide horizons are always in evidence. We are surrounded by natural wildlife spaces and mature trees, so we are able to enjoy a peaceful and containing space that brings us close to nature, whilst still being only minutes away from the heart of London and all that offers.

We are situated in an area of wide-ranging social context, between areas of Victorian housing and local authority housing estates, making our intake diverse and fully reflective of the local community. 41% children come from minority ethnic families, and 31% speak English as an additional language, with over 30 home languages represented. The school has higher

than average mobility compared to schools nationally, with some children arriving from overseas, often with no English and little/no formal education.

The school has an excellent and committed staff who work together as a team, and who have an enthusiasm for and commitment to child-centred learning. There is a culture of collaboration, mutual support and respect which extends to everybody connected with Tufnell Park.

We are very proud of our wonderful children. They are caring and considerate, using their initiative to help themselves and others, and show exceptionally positive attitudes to learning.

All children learn through an exciting curriculum which seeks to inspire them as confident and independent learners. We are committed to children's learning, progress and high achievement, whilst also ensuring we provide relevant and enjoyable experiences for our children. We aim to foster their long-term development, our school providing a safe and friendly environment that ensures every child receives the best possible start on their life-long learning journey.



Our Vision

At Tufnell Park every child flourishes into a resourceful, resilient and responsible citizen, developing the knowledge, skills and attributes required to thrive in the wider world.

Children experience a rich, purposeful and balanced curriculum, enhanced by a range of cultural, artistic, sporting, civic and real-life experiences to broaden their horizons, through the Tufnell Park Promise. Staff and pupils strive for excellence in all areas, leading to the school becoming the first choice for parents in the area.

Our school community have identified two particular aspects of learning to prepare our children for future success. The intention is that all children become:

- **Skilled and discerning users of technology, developing their own creativity and ingenuity to enhance their learning and solve real world questions and problems**
- **Passionate, knowledgeable advocates for the natural environment, for sustainable practices, and for healthy, active lifestyles**

After School Supervisor

Contract: Permanent	Hours: 2.30pm to 6.30pm (20 hrs) Term Time Only
Salary Scale: NJC Scale 6, Spine Points 18 -20	Actual Salary: £16,031 - £16,513
Start Date: ASAP	

The Headteacher and Governing Body invite applications from highly motivated, experienced, knowledgeable and organised individuals to join our new after school wrap around care provision.

We are looking for an outstanding leader to contribute to a high quality out-of-school childcare service by providing educational, leisure and play. The successful candidates will lead and manage a team of play workers to ensure that children have an enjoyable, enriching experience in a safe and stimulating environment.

Our wrap around club has been running since January 2024 and has gone from strength to strength, our small team of Play Assistant provide a safe, comfortable and enjoyment space for children to wind down after a full day in school. We are looking for a strong team leader who works well with others. Tufnell Park is a great place to work and has a positive environment where everybody works together to achieve. The school is situated on a spacious and peaceful corner site with natural wildlife gardens and mature trees, yet convenient for transport links to North and Central London.

We can offer you:

- a welcoming and enthusiastic environment with a talented and dedicated staff team
- an opportunity to make a real difference in the lives of young people
- a supportive leadership team with great opportunities for CPD
- an engaged and inclusive school community where everyone is valued

Visits to the School are welcomed and encouraged. Contact Jacqueline Orchard on 020 7607 4852, or by email at jacqueline.orchard@tufnellpark.islington.sch.uk

Also, do explore the website for videos, virtual tours and information, to find out what makes us special.

How to apply:

To apply for this post, please visit: <https://feeds.trac.jobs>

If you need assistance, please email HR Team at schoolsrecruitment@islington.gov.uk quoting job reference. For an informal discussion about the role, please contact the school directly. Please note CVs are not accepted in line with Safer Recruitment practices.

Closing date for application: **9am on Monday 2nd February 2026**

Selection: **Monday 2nd February 2026**

Interviews: **Wednesday 4th February 2026**

Tufnell Park is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check will be required. In addition, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to declare.

In line with KCSIE 2025 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

Please note the advertised actual salary is a range based on continuous service, with the maximum range indicating 5+ continuous years with local government/schools. The starting salary will be calculated based on the individual circumstances of the successful candidate/s.



Tufnell Park Primary

Job Description

POSITION	After School Supervisor
HOURS	20hrs (2.30 pm to 6.30 pm) TTO
MANAGED BY	School Business Manager
GRADE	SC6, Spine Points 18 - 20

Primary Job Function

The After School Supervisor will be responsible for Tufnell Park Primary School's after-school childcare provision. They will lead and manage a team of play workers to ensure that children have an enjoyable, enriching experience in a safe and stimulating environment.

Duties and Responsibilities

- Lead on and manage the After School provision for 5–11-year-olds from 2.30pm-6.30pm
- Review regularly and develop the environment and activities to ensure they cater effectively for a range of interests
- Ensure that After School service meets the highest standard of safeguarding and security
- Promote the widest possible uptake through effective communication methods and channels, e.g. newsletters, posters, school website, email
- Co-ordinate the provision of light meals, e.g. evening snack, whilst taking care to ensure that special dietary needs are met and that all food meets local and national regulations
- Keep a record of children's attendance
- Manage a budget under the supervision of the School Business Manager
- Order supplies, equipment, cleaning materials, materials used for children's activities and other consumable and durable items via the school's agreed ordering policy
- Ensure resources are organised and looked after effectively
- Manage an efficient, safe system for admitting parents and carers to collect children outside core opening hours, with a high regard to security and safeguarding
- To work with parents to encourage parental involvement and support of the After School.

Additional

The Supervisor will be responsible for:

- Manage the team, including monitoring, supporting and directing improvements in practice as appropriate
- Ensure a high level of quality in all aspects of provision by leading the After School care team in planning and implementing effective play activities within a safe, nurturing environment
- Ensure staffing fulfils the adult: pupil ratio in all extended schools' activities
- Report staff absence according to the school's protocol and be responsible for organizing cover or an operational contingency plan
- Organize and participate in team meetings.
- Working alongside the SBM to maintaining the registers and updating any change in use etc.

- **Partnerships**
 - Work in partnership with school stakeholders including teachers, TAs and other support staff to ensure a smooth and safe transition from school and after school clubs into the After School care
 - Liaise with parents/carers, school staff and colleagues.
- **Statutory and Wellbeing**
 - Be aware of the child protection & safeguarding procedures and report any concerns immediately to the appropriate designated staff
 - Ensure that the general health, physical welfare, safety and security of children and adult users is maintained in the After School care
 - Ensure that the appropriate number of After School care workers are first aid qualified and record accidents involving children and staff using the agreed protocols and policy guidance
 - Maintain a working knowledge of local and national policies regarding SEND (Special Educational needs and/or Disabilities), medical needs, safeguarding and health and safety
 - Reasonable and additional duties, which may be required at the discretion of the Senior Leadership team from time to time.
- **Personal Responsibilities**
 - To be professional in dress and manner at all times
 - To be responsible for own career development and undertake training, professional development and other learning activities as appropriate
 - To be aware and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to the relevant person
 - Suitability to work with children and undertake an Enhanced Disclosure and Barring (DBS) check and other employment checks
 - The post holder will be expected to carry out all duties in compliance with the School's Equal Opportunities policy.



Tufnell Park Primary

Person Specification

POSITION	After School Supervisor
HOURS	20hrs (2.30 pm to 6.30 pm) TTO
MANAGED BY	Schools Business Manager
GRADE	SC6, Spine Points 18 -20

Education and Experience

1	Minimum Level 3 qualification in childcare/early years practice with suitable practice placements (e.g. NNEB Certificate, NVQ Level 3 – Play working, Childcare/Early Years Care, BTEC Nationals in Childhood Studies or equivalent) (E)
2	First Aid Qualification (D)
3	Food hygiene Qualification (D)
4	Relevant supervisory/management experience (E) Excellent organisational and communication skills (E)

Knowledge, Skills and Abilities

5	A background in community involvement, high quality wrap-around provision for children of primary age and a willingness to develop their skills further (E)
6	The ability to motivate and direct staff (E) Ability to form and maintain appropriate relationships and personal boundaries with children and young people (E)
7	Ability to review systems and processes associated with the role to improve and develop better ways of working (E)
8	Competent in using computer systems including email and Microsoft Word (E)

9	Good knowledge and understanding of equal opportunities and special educational needs (E)
10	The ability to devise a range of enjoyable and stimulating play activities and create a safe, nurturing environment (E)
11	Commitment and willingness to meet the ethos of the school (E)
12	Ability to produce accurate and detailed information (D) Ability to communicate effectively in writing, on the telephone and face to face (E)
Commitment to Equal Opportunities	
13	Evidence of a commitment to an equal opportunities policy both in service delivery and employment, and an understanding of its effective operation within a school. An ability to ensure that each child's identify is respected and maintained and enhanced and that stereotypes are challenged in a sensitive way.

E = Essential Criteria / D = Desirable Criteria



Additional information

How to apply

Please visit www.islington.gov.uk/jobs to apply for the post. Please do not send your application documents to the school.

Closing date for applications is 9am on Monday 2nd February 2026

Visits to the school

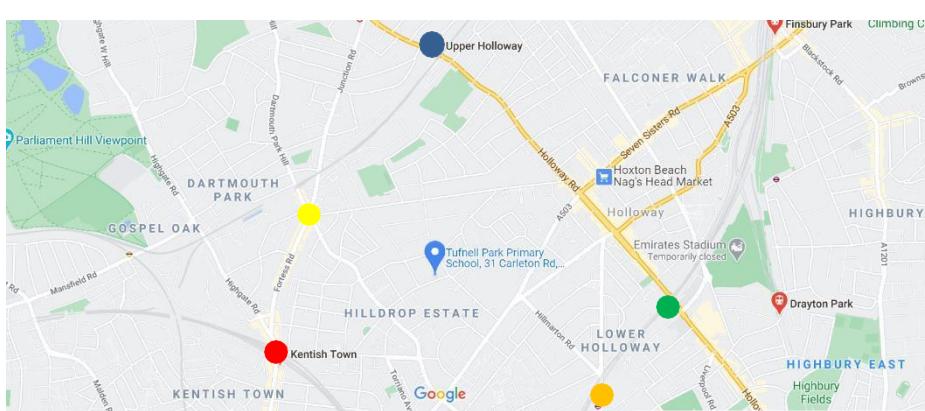
Visits to the School are welcomed and encouraged. Contact Jacqueline Orchard on 020 7607 4852, or by email at Jacqueline Orchard@tufnellpark.islington.sch.uk

Additional queries

Should you have any queries regarding the application process please contact the Schools HR team at schoolsrecruitment@islington.gov.uk quoting reference **TUF/1546**

School address and location map

Tufnell Park Primary School
31 Carleton Road
London N1 0HJ



- Gospel Oak Station
- Upper Holloway Station
- Kentish Town Station
- Holloway Station
- Caledonian Road Station

