

Heene CE Primary School



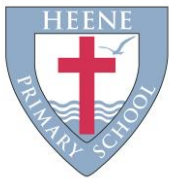
Job Application Pack – Extended Schools Assistant

West Sussex NJC Grade 3, point 3 £25,614 FTE (Actual salary £13,193)

Start date: 1st September 2026; Permanent contract

22.5 hours per week, Term Time Only

Closing Date and Interview: This is a rolling recruitment campaign. Please see further details below.



Letter from our Headteacher

Thank you for expressing an interest in a vacancy at Heene CE Primary School. On behalf of the whole Heene CE Primary School community, we extend a very warm welcome.

We are blessed to be situated here in the heart of the central Worthing community. We have so much close by; our two churches (St Botolph's and St Matthew's) with whom we work so closely, our park opposite the school, local businesses, and the beach just a short walk away.

Our vision is: 'Together in faith, we love, grow and learn'

We are a vibrant community where everyone is valued and where all talents are celebrated. Every pupil is unique and together we form a harmonious and vibrant school.

Our newly revised values are:

- **Kindness**
- **Confidence**
- **Resilience**
- **Hope**
- **Curiosity**
- **Respect**

At Heene CE Primary School, we always put kindness first. We think this is a great rule for life.

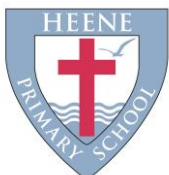
These are the six values that we, the staff, and Governors, want to help the children develop during their time at our school. All our learning is linked to these values in some way.

Our leadership team, and team of great teachers and support staff, are excited about the rapid improvements that we are making in our school now that we are part of the Diocese of Chichester Academy Trust and we are looking to expand the team with the right people to aid us on this journey.

Visits to the school are warmly welcomed and encouraged - please do contact the school office and I will be happy to show you around.

Mrs Laura Turner

Headteacher



Advert

Salary	West Sussex NJC: Grade 3, point 3 £25,614 FTE (Actual salary £13,193)
Location	Heene CE Primary School, Norfolk St, Worthing, BN11 4BB
Contract	22.5 hours per week, Term Time Only. Monday – Friday 7.20am-9.00am & 3.10pm-6.10pm (4.5 hours per day; 22.5 hours per week) Permanent contract

An excellent opportunity has come up at Heene CE Primary School. We are looking to appoint a hardworking and enthusiastic Extended Schools Assistant.

You will be contracted to work 5 days per week, term time only.

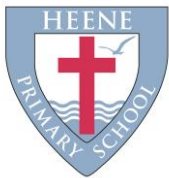
We are open to job share roles that reflect working a certain number of days per week or only the morning or afternoon sessions.

The duties of an Extended Schools Assistant involve the safe supervision of pupils and include the following:

- Assist with planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children including the safe delivery and collection to and from parents or carers.
- Setting up the play space including moving furniture and play equipment.
- Providing refreshments and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Helping with club administration, where necessary.
- Encouraging parental involvement in the club.
- Facilitating good communication with all members of the organisation, parents, and schools.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Working within the framework of the club's policies and procedures.

No CVs please, application forms only.

Heene CE Primary School is committed to safeguarding and promoting the welfare of children and as such, any offer of employment would be subject to an enhanced DBS check, health checks and references.



Application Details

Thank you for your interest in the Extended Schools Assistant vacancy at Heene CE Primary School. Further details of this post, the School and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Laura Turner, which clearly demonstrates your suitability for this role.

Applications can be submitted via email to hr@heenepriamry.co.uk

These can be downloaded from the school website www.heenepriamry.co.uk/web/

Closing Date and Interview

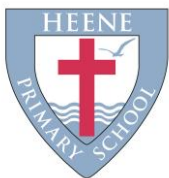
This is a rolling recruitment campaign. Applications will be considered as they are received, and suitable candidates may be invited to interview throughout the advertising period. The vacancy will remain open until all positions have been filled. We reserve the right to close the advert early once all posts have been appointed.

Visiting

Heene CE Primary School is conveniently located in the historic seaside town of Worthing. The school is a short walk away from Worthing train station. Travel direct by train in only 25 minutes from Brighton, approximately 30 minutes from Chichester and just over 50 minutes from Portsmouth.

Safeguarding

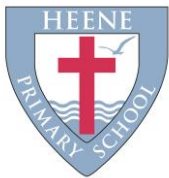
Heene CE Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description

PERSON SPECIFICATION: Extended Schools Assistant

Essential Criteria	Measured by
Experience Experience of working in an education setting committed to the inclusion agenda. Experience of working to support children's learning, gained in a relevant environment.	AF/I
Qualifications/Training Preferably qualification in play work or experience in a relevant discipline. Full First Aid Certificate (preferably Paediatric First Aid) Child Protection L1 All of these can be provided if necessary.	AF/I
Knowledge/Skills Good communication skills. Good ICT skills. Very good Numeracy and literacy skills (preferably GCSE or equivalent) Ability to work well with children and adults. Good organising and prioritising skills. Methodical and good attention to detail.	AF/I
Behavioural Attributes Customer focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener. Takes responsibility and accountability. Committed to the needs of the children, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	AF/I



Safeguarding

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

Promote the safeguarding of all pupils in the school.

All staff will be required to follow school policies and the staff code of conduct.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Overview of the Trust

Diocese of Chichester Academy Trust (DCAT) exists to provide a first-class option for schools choosing to become an academy. We currently have 28 schools making up our Trust, each maintaining its own unique character and identity, serving its own distinct community.

We consider, and our schools tell us, that one of the strengths of our Multi Academy Trust is that all our schools are an equal part of our DCAT family; schools that share ideas, stories and, when appropriate, recourses to helping every child achieve their God-given potential, which is our Trust vision.

To support this, we have clear and stated aims. We aim to be a Trust in which:

- Developing the whole child means pupils achieve and maximise their potential
- Continued development of staff is valued and improves education for young people
- All schools are improving and perform above national expectations
- The distinct Christian identity of each academy develops and is celebrated