



Dear Applicant,

Thank you for your interest in the post of Casual Activity Assistant. We look forward to receiving your completed application form. We employ Activity Assistants to work at our Saturday (approximately 2 Saturdays per month) and holiday club provision on behalf of Bromley Local Authority.

The application form requests that you to submit information in support of your application (your Supporting Statement). Please note that this should not exceed 2 pages of A4 in length.

Riverside School is committed to providing equality of opportunity and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post-holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote Riverside's safeguarding systems. All appointments will be subject to receiving satisfactory references; clearance of a full DBS check and satisfactory health clearance.

Please add an electronic signature to e-mail applications.

**This is a rolling advert, which will remain live until the position is filled. Applications will be considered on receipt with interviews provisionally scheduled for 28<sup>th</sup> March 2026.**

Application forms should be returned via e-mail to [recruitment@riverside.bromley.sch.uk](mailto:recruitment@riverside.bromley.sch.uk) or by post to.

Human Resources Team  
Riverside School  
Main Road  
St Paul's Cray  
Orpington  
Kent  
BR5 3HS

Our job applicant privacy notice sets out what personal data Riverside School holds about you, how we collect and use it during and after the recruitment process. A copy of this can be found on our website [www.riversideschool.org.uk](http://www.riversideschool.org.uk).

Yours sincerely,

Lighthouse Club Team



# LIGHTHOUSE CLUB

WE WANT YOU!  
BE PART OF SOMETHING AMAZING!

Lighthouse Club is a specialist SEND playscheme, run on behalf of LBB at Riverside School in St Paul's Cray.

The Club runs on 2 Saturdays per month, 2 days in February half term, 4 days in the Easter holidays, 13 days in the summer holidays, 5 days in October half term and 1 extra Saturday in December.

We are focused on providing a safe, fun, enriching and exciting environment that is specifically designed to make sure that every child is able to access meaningful play.



If you are interested in becoming an **Activities Assistant** and being part of building a brighter future for the children who attend Club, please fill out an application form that can be found at [www.riversideschool.org.uk](http://www.riversideschool.org.uk), in the Working at Riverside section of the website.

Alternatively, please do contact **Melissa Benton-Lavers**, Lighthouse Club Manager at [lighthouseclub@riverside.bromley.sch.uk](mailto:lighthouseclub@riverside.bromley.sch.uk) or call 07923 246 247.



We are developing the Lighthouse Club provision and are looking for staff to join the team.  
**Come and join us on the next phase of our journey.**

We are currently recruiting for the following vacancies:

## **Activity Assistants, BR4 point 12**

Plus an enhancement of 12.07% in lieu of annual leave entitlement

**Location: Riverside School Main Road, St. Pauls Cray, Orpington, Kent BR5 3HS**

Riverside School operates Saturday Clubs and holiday clubs under contract for the London Borough of Bromley. Our aim is to provide a wide range of differentiated activities with an emphasis on fun to meet the varied and complex needs of our pupils aged 5 to 18. We run schemes with emphasis on profound difficulties / complex needs and Autistic Spectrum disorders.

Clubs run for two Saturdays per month during term time and in the school holidays. The Club is open from 10am until 4pm and staff are required to work from 9.45am to 4.15pm.

All staff are recruited on casual contracts and paid for hours worked which would be agreed in advance.

Riverside School operates on four sites, however the clubs only run at our St Paul's Cray site. Previous experience would be an advantage and a patient and understanding nature are essential.

If you have some spare time on Saturdays or in the school holidays and would like the opportunity to work with our special young people please contact Melissa Benton-Lavers, Extended Services Manager at [lighthouseclub@riverside.bromley.sch.uk](mailto:lighthouseclub@riverside.bromley.sch.uk) or call 07923 246 247.

*Riverside School is committed to providing equality of opportunity and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment with enthusiasm and excellent attendance. All appointments will be subject to receiving satisfactory references; clearance of a full DBS check and satisfactory health clearance.*

**Previously shortlisted applicants need not apply.**



# LONDON BOROUGH OF BROMLEY

## CASUAL ACTIVITIES ASSISTANT

### Job Description

**Grade:** BR4

**Department:** Riverside school

**Reports to:** Lighthouse Club Manager

#### **Main Purpose of the Job**

Responsible to the Lighthouse Club Manager, to support, in the day-to-day operation of Lighthouse Club at Riverside School. To promote high-quality child-centred play and sports activities within a safe and secure environment.

#### **Key contacts**

The post holder will work closely with the Lighthouse Club team and the Lighthouse Club Manager.

#### **TASKS**

- To contribute to the provision of a friendly, caring, safe and secure environment which takes as its starting point the needs of the child.
- To participate in the organisation and evaluation of play and sports programmes and opportunities which reflect fully children's diverse and individual needs.
- To have a good understanding of the role of play in child development and contribute creative ideas to the programming of activities with the scheme leader.
- To promote equality of opportunity and anti-discriminatory practice through both the programming of activities and by acting as a positive role model to the children.
- To work on own initiative with minimal supervision and attend meetings as and when required by the scheme leader.
- To maintain good working relationships with School staff and relevant site users.
- To establish and maintain relationships with parents/carers providing them with information where appropriate.
- To refer all enquiries, complaints etc from the scheme users and potential users to the co-ordinator.
- To assist in the safety and security of the schemes environment, for the efficient implementation of the relevant emergency procedures including First Aid.
- To ensure that procedures are completed in line with school and Local Authority guidelines/policy.
- To protect children's rights, health, safety and well-being, to standards prescribed by OFSTED and current legislation such as the Children's Act and Health & Safety at Work Act.
- To provide information for reports as and when required by the scheme leader.
- To carry out other appropriate duties as directed by the scheme leader.

#### **RESPONSIBILITIES**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

**CONTACTS AND RELATIONSHIPS** (customer focus, both internal and external)

Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

**MANAGEMENT AND LEADERSHIP**

Fully and positively participate in the school's performance appraisal scheme in order to develop and enhance personal and service performance. Riverside School is committed to safeguarding and promoting the welfare of children and young people. There is an expectation that all staff share this commitment. The post holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote them in all aspects of his / her work.

**SAFEGUARDING**

Riverside School is committed to safeguarding and promoting the welfare of children and young people. There is an expectation that all staff share this commitment. The post holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote them in all aspects of his / her work.

**EQUAL OPPORTUNITIES**

Riverside School takes its duty to eliminate unlawful discrimination, harassment and victimisation seriously. All staff are expected to share this commitment and foster good relations between different groups and treat all people associated with the Riverside community with dignity and respect at all times.

**HEALTH AND SAFETY**

Employees are required to work in accordance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come in to contact. In order to ensure compliance procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.



# LONDON BOROUGH OF BROMLEY

## CASUAL ACTIVITIES ASSISTANT

### Person Specification

**Grade:** BR4

**Department:** Riverside school

**Reports to:** Lighthouse Club Manager

#### Skills/ Abilities

- Ability to work on own initiative with minimal supervision.
- Ability to support the day to day running of a special needs scheme and to assist in devising an activity programme which is suitable for the needs of the children for who it is aimed.
- Ability to work and communicate well with children and understand their individual needs. Ability to work as part of a team.
- Ability to communicate and maintain good working relationships.
- Ability to assist in play activities with enthusiasm and as part of a team.

#### Experience

- Experience of working with children.
- Experience of special needs desirable.
- Experience of challenging and complex behaviour is desirable.
- Experience preferred in sports and arts related activities.

#### Qualifications

- A childcare qualification is preferable.
- A first aid qualification is desirable.