

LIGHTHOUSE

Club



*shines in the darkness..*

# PLAYWORKER APPLICATION PACK



## LIGHTHOUSE CLUB WE'RE HIRING

We are looking for an experienced childcare worker to join our busy before and after school club team.

You will:

- have previous experience of working with children aged 4-11;
- enjoy engaging, educating and feeding children in a play-based setting;
- be a team player, happy to help out in all areas;
- have a good understanding of safeguarding;
- be 18+ and maybe have a Level 2 or 3 childcare qualification;
- be open to learning and sharing skills & good practice. Training will be provided.

We offer:

- a dynamic workspace that is never dull;
- a zero hours contract with regular termtime hours and the possibility of extra;
- full training including Manual Handling and Level 2 Food Hygiene if necessary;
- the chance to make a real difference in children's lives.

*We take safeguarding very seriously. Relevant checks outlined by the UK Government and the Church of England will be undertaken. We must receive satisfactory references before employment.*

**Closing Date for Applications: 12 Noon on Monday 20<sup>th</sup> April 2026**

**Starting date: As soon as possible (subject to checks and training)**

Further details and an application form please go to:

**<https://www.morecambeparish.church/lighthouse-club>**

📞 01524 422211 | 📱 @LighthouseClubMorecambe | 📍 War Memorial Hall Morecambe

in association with



Poulton-le-Sands  
Primary School



Morecambe Bay  
Community Primary  
School

Dear Applicant,

Thank you for expressing an interest in Lighthouse Club Wraparound Care. We are run by Morecambe Parish Church and provide wraparound care for primary-aged children in the Morecambe War Memorial Hall (Morecambe Centre). Please find attached more details and an application form. Please complete all sections of the application form.

We are looking to strengthen our close-knit team by recruiting an experienced, preferably qualified, childcare worker. We do so much more than 'just playing with children'. Everyone in our team does all of the jobs: we all play with and support the children; help with homework, set up and tidy down all of the equipment each session; serve food and wash up; tidy up as necessary, check the toilets, etc. You will be given full training, guidance and support.

During term time, we run Breakfast Club for Poulton-le-Sands Church of England Primary School. Morning shifts for staff are 7am to 9am. In the afternoons, we collect from two local schools: Poulton-le-Sands and Morecambe Bay Community Primary School. Afternoon shifts for staff are from 2:30pm to 5pm or 6pm, as needed.

The contract is zero hours one but we aim to give the same shifts each week, wherever possible. We are hoping to offer around 10 hours a week in the first instance: 2 mornings, 1 full afternoon and one afternoon finishing at 5pm. This may change depending on the needs of the children, staff sickness, etc.

Please be aware that we are Ofsted rated and work within the Church of England. We take safeguarding very seriously. Your DBS status and references must be given and will be checked. If the DBS check finds that you are barred from working with children, you will not be permitted to work with us. If your references are not returned satisfactorily, you will not be permitted to work with us. If successful, you will need to complete online Church of England safeguarding training before you can start work, unless you can provide certificates to prove that you have completed this recently. This is regardless of any other safeguarding training that you might have completed.

Please return completed applications to this email address by Noon on the closing date: [lighthouseclub@morecambeparish.church](mailto:lighthouseclub@morecambeparish.church). Visits are encouraged by appointment.

Best wishes,

Joy Stembridge

Lighthouse Club Manager



## Lighthouse Club

### Bank Playworker Job Description

<b>Job Description</b>	Playworker termtime and some holiday clubs
<b>Terms</b>	Zero hours contract – hours to be arranged.
<b>Line Manager:</b>	Lighthouse Club Manager
<b>Responsible for:</b>	N/A
<b>Working Relationships:</b>	Children attending Lighthouse Club and their families. Lighthouse Club’s Manager, Deputy Manager & other playworkers. Other members of Morecambe Parish Church and The War Memorial Hall Committee as appropriate.

#### **Main duties include:**

- Undertaking appropriate training, including Church of England Safeguarding training.
- Assist with planning, preparing and running quality activities within a caring and safety-conscious environment.
- Providing comprehensive care for the children during session times, including those with physical and other additional needs.
- Completely setting up and tidying away the space used before and after every session. This will include the food preparation and storage areas.
- Providing snacks, drinks and meals to the required standards, ensuring that food hygiene and health & safety standards are met. Training will be provided.
- Administering first aid if necessary and suitably qualified.
- Consulting with children and involving them in planning activities and food.
- Helping with daily administration including signing children in and out. Training will be given.
- Facilitating good communication with other staff members, children, families, etc.
- Keeping the entire work environment healthy, safe and secure.
- Working within Lighthouse Club’s existing policies and procedures.

**If successful, you will be required to provide references and appropriate DBS clearance. You will also be required to undertake online safeguarding courses.**

## Person Specification:

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"><li>• Experience of working with 4 – 11year-olds.</li><li>• Understanding the varied needs of young children and their families.</li><li>• Have a solid understanding of what safeguarding means.</li><li>• Understanding how to deliver quality play and care.</li><li>• Understanding the issues of equal opportunity and how to promote it.</li><li>• Provide and facilitate risk aware and creative play.</li><li>• Good communication skills.</li><li>• Able to work as part of a team.</li><li>• Being reactive to an ever-changing environment.</li><li>• Being reflective of your practice and knowing when to ask for help.</li><li>• Sufficient understanding and use of English to ensure the wellbeing of the children*</li></ul>	<ul style="list-style-type: none"><li>• Any Level 3 or above Childcare qualification.</li><li>• Level 3 Paediatric first aid (12-hour course).</li><li>• A working knowledge of the EYFS 2025 curriculum.</li><li>• Experience of working within a play-based setting.</li><li>• A Food Hygiene or allergen qualification.</li><li>• Experience of administration.</li><li>• Competent to use technology to support registering of children.</li></ul>

\* Para 3.40 of the Statutory Framework for the Early Years Foundation Stage 2025.



# Lighthouse Club Application Form

Post applied for **Play Worker**

**Personal details** (please complete by hand in block capitals)

Full name:	
Address:	Daytime contact number:
	Home telephone number:
	Email:
Postcode:	Date of birth:
National insurance number:	
Notice period, or date when you would be available to start work:	

## Employment history

Please give details of your current or most recent employment first. Include paid and voluntary work.

Start / end date	Employer name and address	Job title	Nature of work

Continue on a separate sheet if necessary.

## Education, training and development

Please give details of your education and training, starting with the most recent. Include any formal qualifications or certificates you may hold.

Start / end date	University, college, school or training establishment	Qualification or course details	Grade

## Personal statement

Please state why you think you are suitable for this job. Give examples where appropriate and ensure that you address the points covered in the job description. Continue on an additional sheet if necessary.

**References**

Please give the contact details of two people who are willing to provide references regarding your suitability for the post. One must be your current or most recent employer.

First referee: Present / most recent employer	Second referee
Name: Address:    Email: Telephone: Relationship to applicant:	Name: Address:    Email: Telephone: Relationship to applicant:

**Criminal convictions**

Due to the nature of this post and the law relating to it, this post is exempt from the Rehabilitation of Offenders Act. You must disclose all criminal convictions, cautions, court orders, reprimands, final warnings or pending cases that would not be filtered in line with current guidance. It is a condition of any subsequent employment that you have done so. Failure to disclose any such information could result in dismissal or disciplinary action. Any information that you supply will be dealt with on a confidential basis. The Lighthouse Club will only take into account when considering your application those convictions, cautions, court orders, reprimands, final warnings or pending cases relevant to the nature and purpose of the post for which you are applying.

The post is subject to an enhanced DBS disclosure for a regulated activity being obtained for the successful applicant which is satisfactory to The Lighthouse Club. We will require full sight of the DBS certificate, and if appropriate, we will also check your status online via the DBS Update Service.

<b>DBS Certificate Number</b>	
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**Declaration**

I have read and understood the above statement. If I have any convictions, cautions or pending cases to declare I will supply details of them at the time of application to Lighthouse Club at the address shown below:

I further certify that the information contained on this application form is accurate and true.

**Signed:** ..... **Date:** .....

Please return this form by email or on the training day.

**Privacy notice:**

*The personal information that we collect about you is used only to process your job application and to meet the relevant requirements of employment and childcare legislation. Our legal basis for processing your personal information is to fulfil our legal obligations as an employer and childcare provider.*

*Your information is kept secure during the selection process. We will use the contact details you give us to contact you in connection with your job application.*

- *Because your job application was successful, this application form and other information relating to your appointment will be kept in your staff file for the duration of your employment. Full details will be given in the Staff Privacy Notice when you commence your employment with us.*