



Stoke Newington School  
& Sixth Form

# Recruitment Pack

# Enrichment Officer

Start date: 13<sup>th</sup> April 2026

1 Year Fixed Term



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# Headteacher's Welcome

Dear Applicant,

A warm welcome to Stoke Newington School (SNS) and thank you for your interest in the post for **Enrichment Officer**. This is an exciting time to be working with us as we move forward to enhance our offer, so we achieve outstanding academic outcomes and close the gaps in student achievement.

We are an oversubscribed school with a diverse and enthusiastic student intake reflecting our local vibrant community. Our recent Ofsted inspection (July 2022) recognised us as a “Good” school with many strengths. Our students are “proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils,” and “teachers have strong subject knowledge and are passionate about their subjects.”

We are looking for conscientious, professional team players who are passionate about ensuring every one of our students achieves their full potential.

We are committed to our pledge of being an anti-racist school and strive to have a workforce reflective of our school body. Applicants from Black and Global Majority backgrounds are strongly recommended to apply.

Best wishes,

Zehra Jaffer  
Headteacher





## Our core values and expectations for every student

At Stoke Newington School and Sixth Form, we want all our students to be proud of the school in which they study and be respectful and engaged members of the SNS community.

### Compassion

We are polite and courteous and keep our voices quiet to show consideration for our community.

### Ambition

We actively participate in lessons and use the feedback given to us to go above expectations.

### Resilience

We understand that mistakes are part of learning and strive to work hard, even when the task may be challenging.

### Excellence

We take pride in our smart appearance, the brilliant work in our books and our commendable behaviour.

## Equality at SNS

**We are incredibly passionate about creating a fair and equal community within our school. We set out these objectives to achieve and maintain an environment where every young person feels valued, cared for, and empowered to succeed.**

### Objective 1

Actively close gaps in attainment and achievement between pupils and all groups of pupils; especially pupils eligible for free-school meals, pupils with special educational needs and disabilities, looked after children and pupils from minority ethnic groups.

### Objective 2

Reduce the incidence of the use of racist, homophobic, biphobic, transphobic and sexist language by pupils in the school.

### Objective 3

Promotion of cultural understanding and awareness of different religious beliefs between different ethnic groups within our school community.

### Objective 4

Monitoring and promotion of the involvement of all groups of pupils in the extra-curricular life of the school, including leadership opportunities, especially pupils with special educational needs and disabilities.

## Performance

You can view and download the full 2022 Ofsted report [here](#). For performance tables and more statistics about our school, please visit our page on the [Department for Education website](#).



# Staff Benefits

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.



## Development and Training

Quality continuing professional development is essential to ensure everyone maintains and enhances the knowledge and skills necessary for a positive learning environment. As practitioners, we seek to be well-informed about recent evidence-based research. At SNS, we allocate time to implement strategies so teaching practice maximise the learning in the classroom. The SNS Teaching and Learning Hub is the teacher training, professional development, and quality assurance element of our school. The Hub, led by the Assistant Headteacher leading on Teaching and Learning together with the Lead Practitioner and Early Careers teacher Mentor, provide support and expertise to staff and departments across the school.

## Flexible and Family Friendly

We know it can be challenging finding the right work-life balance. We want the absolute best people to work in our school, and so we want to support flexible working. We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. The number of part-time staff is above average for similar schools, and we always try to accommodate if the timetable and resources permit. It is important that staff who are parents, do not miss important milestone events, such as your child's first day at school or graduation. Where we can, we will support these important

moments. As part of our admission policy, staff members with children who wish to attend SNS are given a priority school allocation.

## Pensions



Pensions are an important part of our life planning. We understand that and we want to make it as easy as possible for you to access the right pension scheme for you. When you join SNS, you are eligible to join the relevant pension scheme.

## Health and Wellbeing

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.

A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.

All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health, and wellbeing professionals, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

## Getting to Work

**By public transport:** Season ticket travel loans are available so staff members can take advantage of discounted annual fares for travelling to work by public transport.

**By car:** We have on-site parking. Applications will be considered on an individual basis. Please note, Stoke Newington School resides on a School Street which means you cannot enter Clissold Road between 8.30am-9.30am or 3pm-4pm. You can leave the road at any time.



**Cycle Scheme:** We encourage all staff to walk or cycle to work if possible. The school's Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

### Discounts

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.

### SNS Staff Association

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.





# Job Advertisement

## Enrichment Officer

**Start date: 13<sup>th</sup> April 2026, term time only, fixed term 1 year – maternity cover**  
**Salary: Scale 6 - £32,550 - £33,529 per annum**

### The School

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is especially committed to creative teaching and learning. We aim that every colleague has excellent professional development which leads to every student having an outstanding education. Stoke Newington School is dedicated to being anti-racist, and inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence, and skills for all in our community to challenge racism.

### The Post

The Enrichment Officer coordinates and delivers a diverse extracurricular programme, manages trips and external partnerships, and provides essential administrative support. The role supports student engagement, inclusion, and enrichment while ensuring effective organisation, compliance, and contribution to the school's wider objectives.

### How to Apply

If you are interested in joining our team please apply via Schrole using [this link](#).

Please note that we will no longer be accepting applications made via the application form.

The closing date for receipt of applications is **midday Friday 13<sup>th</sup> February 2026**.

Interviews to take place in person on **Wednesday 25<sup>th</sup> February 2026**.

*Our school is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. The successful applicant will be required to undertake pre appointment vetting checks in line with Keeping Children Safe in Education statutory guidance including an Enhanced DBS check. References will be sought and online searches will be carried out for all applicants invited to interview.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*



# Job Description

**Title of Post: Enrichment Officer**

**Salary:** Scale 6 - £32,550 - £33,529 per annum

**Reporting to:** Director of Creativity

## **Post Purpose:**

- To develop and manage the Schools extracurricular clubs, ensuring that a varied and interesting programme is in place
- To ensure that club fees and peri payments are invoiced and collected in within prescribed timeframes
- To support the Reception function as required and be placed in reception during the school holidays
- To develop and maintain creative, sporting and pastoral partnerships that support the needs of the school

## **Main Duties and Responsibilities:**

### **Enrichment:**

- To lead and plan a varied and interesting club programme for Y7 to Y13 students in the school, which includes creative and sporting activities, at both lunchtime and afterschool, ensuring that the club programme meets the aims of the school strategy
- To lead, plan and deliver the autumn club fair and launch of spring and summer term club sessions
- To ensure clubs are well publicised to all students via display, communication, letters
- To manage attendance records for the clubs, including recommendations re changes to clubs depending on attendance
- To produce regular management reports on club attendance and to make recommendations for other activities as required
- To ensure that clubs are accessible to all students and that there is participation from all student groups, particularly disadvantaged students
- Produce regular reports on the club programme, participation rates and recommendations for SLT and Governors
- To invoice parents for payable clubs and music lessons, ensuring that payments are collected within a prescribed timeframe
- To identify, manage, evaluate and brief club tutors on their roles and responsibilities
- To arrange club cover as required
- To manage and authorise pay claims for club tutors
- To create and maintain standard documentation for club procedures including guidance notes for tutors, records management, health and safety notes, payment schedules and student and parent engagement
- To write regular updates for the website on club activities
- To co-ordinate the Easter and Summer School and support the programmes.
- To support the Director of Creativity with the coordination of Drop Down days.



### **Administration:**

- To manage an efficient reception service for the school, dealing with all callers, both on the telephone and in person, promptly and courteously during the school holidays.
- To provide administrative support to the school and report to the office manager during the school holidays.
- To cover Reception duties in the event of staff absence as directed by Line Manager

### **Trips:**

- Ensure that trips are planned according to school policy
- Make bookings with travel agents and venues, and arrange transport
- Keep up to date with school trip best practice and legislation to ensure health and safety and safeguarding requirements are met
- Upload relevant trips on internal system for approval
- Evaluate trips procedure and suggest improvements for the future
- Planning Drop down trips and End of Year trips, including creating itineraries for teachers

### **Music Peri Administration:**

- To ensure that instrumental lesson fees are invoiced and collected in within prescribed timeframes
- To manage music peri payment records, including recommendation depending on attendance and payments.
- To communicate with parents/carers about payment schedules each term via invoicing through letters/e-mails and telephone conversations.
- To keep a log of any communications with parents/carers.
- To upscale any persistent non-payments from parents/carers after 3 attempts of communication.
- Run reports on parent pay to cross reference current and overdue payments.
- To keep an up-to-date record of payments and follow-up those who have not met the deadline.
- Liaise with second in charge of music regarding any changes made to the system.

### **Partnerships:**

- Support the implementation of the SNS community partnership work.
- Establish, develop and maintain positive relationships with external partners.
- Liaise with Heads of Year and Partners to identify students at risk of exclusion and to provide support tools
- Inputting data regarding student progress and feeding back to partners about changes to the provisions
- Take responsibility for a portfolio of specific partner relationships, projects, and maintain appropriate processes including record keeping, reporting and generic project management.
- Identify opportunities to promote, publicise and share the successes, working closely with the Media and Communication Manager.

- Work alongside colleagues to identify appropriate funding opportunities and contribute to the students learning experience.
- Contribute to internal and external groups and committees as appropriate.

## General Requirements:

- Take part in the school's performance management system.
- Attend governing body meetings when asked.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students.
- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by their line manager.



# Personal Specification

|                       | <b>Essential</b>   | <b>Desirable</b>   |
|-----------------------|--|--|
| <b>Qualifications</b> | <ul style="list-style-type: none"><li>• Minimum of 5 A*-C GCSEs including English and Maths.</li><li>• A First Aid and Fire marshal qualification or willingness to undertake these qualifications</li></ul> |  |
| <b>Experience</b>     | <ul style="list-style-type: none"><li>• Experience of providing direct customer care using a variety of methods, this must include communication of information.</li></ul>                                   | <ul style="list-style-type: none"><li>• Experience of planning, monitoring and evaluating events or activities.</li><li>• Experience of managing staff</li><li>• Experience of developing services in a school or community setting for children and families</li><li>• Experience of working successfully in a team</li></ul> |
| <b>Knowledge</b>      |  | <ul style="list-style-type: none"><li>• Awareness of Health and Safety and Safeguarding procedures in School</li></ul>   |
| <b>Skills</b>         | <ul style="list-style-type: none"><li>• Excellent interpersonal skills and to be able to communicate effectively verbally and in writing</li></ul>   |  |



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| <b>Behaviours</b> | <ul style="list-style-type: none"><li>• Effective in the face of difficult situations and pressure</li><li>• Excellent numeracy/literacy skills.</li><li>• Effective use of ICT and specialist equipment/resources</li><li>• Ability to monitor outputs and outcomes, evaluate projects and report results</li><li>• Good personal and time management skills and ability to prioritise and meet deadlines</li><li>• Experience of using SIMS</li><li>• Ability to work using own initiative and with minimal supervision.</li><li>• Ability to relate well to children and adults.</li><li>• Commitment to continued personal development</li><li>• Displays commitment to the protection and safeguarding of children and young people.</li></ul> |  |
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