

Job Description Primary Schools Worker

(Part-time for 14 hours per week, initial 1 year contract)

Responsible to and line managed by:

- SparkFish Director

Key relationships

- SparkFish staff team
- Chairman and Trustees of SparkFish
- Headteachers / relevant staff in the schools of Reigate, Redhill, Merstham and Horley
- Staff and volunteers from local churches who are part of the SparkFish volunteering team

Overall purpose: To deliver one-to-one mentoring and group work sessions in St Matthew's Church of England Primary School in Redhill (potential for a second Primary School after Christmas). Support for other SparkFish events, such as Christmas Journey, Easter Experience, transition workshops and Think Spaces where appropriate

The successful candidate will be passionate about working with children, committed to the Christian faith, and able to build trusting relationships with teachers, pupils, parents, churches and other community partners.

Responsibilities

Area of activity	Tasks
Student support in local Primary School (1 day per week)	• Within a brief agreed with the Headteacher/SENCO and Director of SparkFish, lead and resource support for the personal and emotional development of identified individuals / groups (e.g. through one-to-one mentoring, short courses or lunchtime provision) • Make preparations and keep records for the above activities
Wider teamwork	• Where appropriate assist SparkFish colleagues with the Year 6 transitions workshops, Christian events (Christmas Journey and Easter Experience), Think spaces, RE lessons, assemblies • Participate in staff team meetings • Keep up-to-date with curriculum needs and training opportunities • Keep in touch with developments in schools ministry • Take one personal reflection day a year for prayer, quiet reflection and study • Contribute to the strategy and vision of SparkFish as a charity • Help plan and take part in SparkFish fundraising efforts • Contribute to SparkFish publicity – e.g. newsletter, social media and blogs • Take part in SparkFish church visits and events where appropriate

SparkFish is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS disclosure is required for the holder of this post.

Summary Terms and Conditions:

1. The post is for 14 hours a week, term time only, employed for 46 weeks of the year.
2. The salary is £27,254 per annum full-time equivalent 52 weeks a year (West Sussex and J.C. Spinal Point 9).
3. For 14 hours a week (46 weeks of the year) the salary will be £9,643.60 per annum.

Person Specification - Primary Schools Worker

	Essential	Desirable
Commitment	• Acceptance of the Basis of Faith, Aims and Values of SparkFish • Ability to travel around the local area independently	• Driving/car use • Ability to work positively across different Christian traditions
Communication Skills	• Clear and courteous communication in speech and writing, including the use of IT • Able to listen to the needs of others • Good communication and interpersonal skills, with the ability to build positive relationships with children and adults • Good rapport with children and young people • Effective communication with children and young people • Comfortable adapting activities and communication to meet different ages, abilities and needs	
Delivery Skills	• Able to engage children through creative, interactive	

	and inclusive activities • Able to work confidently with teachers and other school staff and understand the professional context of working in schools • Organised and able to manage a varied programme of activities, appointments and relationships	
Experience	• Experience of working with children, particularly primary-aged children, in a school, church, community or youth setting	• Relevant professional qualification • Previous experience of working or volunteering in a Primary School setting • Experience of developing resources for children • Knowledge of the locality
Personal Qualities	• Warm and friendly manner • Enthusiasm • Able to work independently while also contributing effectively to a team • Patience and determination • Honesty and integrity	• Capacity for reflection



	• Loyalty and encouragement • Respectful and inclusive – able to work sensitively with people from different faiths, beliefs and backgrounds • Flexible and adaptable – able to respond positively to the changing needs of schools and children	
Safeguarding and Professional Practice	• A strong commitment to the safeguarding and wellbeing of children and young people • Understanding of appropriate professional boundaries when working with children • Willingness to comply with all relevant safeguarding, safer recruitment, confidentiality, health and safety, and school policies • Willing and able to undergo the appropriate enhanced DBS check and other safeguarding checks required of the role • Able to recognize and respond appropriately to safeguarding concerns, following	

	established procedures.	
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Commitment to Equality and Inclusion

The postholder will be expected to demonstrate respect for every child and adult, regardless of background, culture, ethnicity, disability, gender, sexuality, family circumstances, religion, or belief.

They will seek to ensure that activities are welcoming, accessible and appropriate for all children.

Genuine Occupational Requirement Statement

Primary School Worker

This role has a **Genuine Occupational Requirement** to be filled by a committed Christian.

The post involves schools work ministry which makes the Christian faith accessible to young people and includes opportunities for them to develop their own Christian faith.

The person filling this role will need to be a committed Christian as they will have responsibility for:

- Representing and explaining the Christian aims and values of SparkFish.
- Developing activities which will give young people an opportunity to understand and access the Christian faith
- Evaluating the suitability of volunteers to serve in a Christian organisation and providing spiritual leadership in the area of school's ministry.
- Working with churches and Christian agencies to establish mutually effective ministry partnerships.

SparkFish has an emphasis on continuous professional development for its employees. The CPD for this role may include training in Christian ministry and personal spiritual development.

September 2026

STRAPLINE

Sparkfish: Inspiring faith, hope and love

WHO ARE WE AND WHAT IS OUR GOAL?

We are a local, collaborative, Christian organisation that aims to inspire and encourage young people in faith, hope and love.

WHY?

Because our own faith moves us to:

- love and value young people, because every child matters to God
- lead by example, lovingly demonstrating our faith
- explain the Christian faith intelligently, encouraging young people to make their own informed response and grow in faith

HOW? BY:

- engaging with young people in the school environment, developing relationships in the Primary years, and building on them through Secondary school
- aiming to reach every child in every local school
- supporting parents and teachers in their care for young people
- evaluating our effectiveness so we know that we are having an impact on young people's lives
- leading a broad, diverse team of church staff and volunteers, to maximise levels of engagement with schools and young people
- co-ordinating local schools and youthwork efforts strategically, for maximum effect

WHAT IS SPECIAL ABOUT US?

We are local and collaborative. We have an in-depth understanding of our local schools and of the issues affecting our local young people. Because of our geographical remit, we are able to use a combination of face-to-face (visitors in schools, and social events) and virtual interaction (internet presence) to build relationships with and amongst young people.

We care for young people as 'whole' people and meet them 'where they're at'. We believe this includes care for their spiritual growth and we particularly support schools in this area. We also believe it includes care for their social and emotional needs. We offer a warm welcome, pastoral care and concern that the needs of any vulnerable young people are addressed.

OUR VALUES

What are our values? How would we want others to view us? In everything we do, we strive to be:

1. SERVING GOD

We seek to depend on God for inspiration, guidance and strength through the presence of his Holy Spirit, prayer and the Bible, taking opportunities to share our faith with those with whom we have contact.

2. SERVING ALL

Our goal is to engage respectfully with every school, young person and parent, whatever their background or beliefs.

3. COLLABORATIVE

We will endeavour to build partnerships within the local community. We will build team spirit and strive to connect local churches of various denominations, schools and families.

4. RELEVANT

We will engage with young people by ensuring we are relevant to them today. We want to make prayer, the Bible and Christian beliefs accessible and relevant.

5. CREATIVE

We will think creatively, seeking out good practice in Christian schools and youthwork. We will be bold in trying new things, and will encourage creativity in young people to help them explore their values and beliefs.

6. ADVOCATES OF YOUNG PEOPLE

We will encourage and empower young people to take responsibility and make wise choices. We will draw alongside young people, promoting them in the best possible light.

7. WITH INTEGRITY

All our relationships will be based on trust, honesty and transparency. We want to be seen as credible, committed and passionate. We will take care of our funds, use them wisely and account for them accurately.

8. PROFESSIONAL

We will aim for the highest standards across everything we do, and provide high quality training for staff and volunteers.

9. PASSIONATE

We will seek to do everything out of a sincere commitment to Christ and a desire to serve in his name.

VISUAL PERSONALITY

Contemporary, youth-centric, lively, bold, bright, iconic, varied, dynamic.

VERBAL PERSONALITY

Accessible, colloquial, professional, engaging, passionate, youth-centric, not verbose!