

# CANIDATE PACK

Bexley Children's University  
Officer



Start date:  
September 2026

Location:  
Flexible across the London  
Borough of Bexley, with regular  
travel between schools and  
community partners

Part of

# Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities





# Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



Children's University (CU) is a nationally recognised framework that encourages children and young people to participate in high-quality learning and enrichment experiences beyond the classroom. Through participation in validated activities, children develop new skills, broaden their horizons, build confidence and celebrate their achievements through a graduation programme.

Children's University Bexley has been operating since 2018, growing from a pilot involving five schools to a well-established borough-wide programme having supported thousands of children across primary, secondary and specialist settings. The programme works closely with schools, families, community organisations and employers to increase access to enriching opportunities and raise aspirations for all children and young people.

At the heart of Children's University is the belief that every child deserves the opportunity to discover their talents, develop a love of learning and realise their full potential, regardless of background or circumstance. Through partnership working and a commitment to inclusion, Children's University helps children explore new experiences, celebrate achievement and prepare for future success

# Job Description

**Job Title:** Bexley Children's University Officer

**Salary:** SP21 to SP28 on the LSEC Harmonised Pay Scale

**Hours:** This is a part-time, term-time only position (14.8 hours per week). *Working hours are flexible and can be arranged to meet the needs of the programme, although occasional evening and weekend working will be required with time off in lieu.*

**Working Pattern:** Term Time Only

*Attendance at Bexley Virtual School's Monday Club (3.00pm–6.00pm every Monday during term time at Danson Youth Club) is a mandatory requirement of the role.*

**Reporting To:** Liz Lake, Director of Trust Development

## About the vacancy:

The Bexley Children's University (CU) Officer will play a central role in coordinating, developing and delivering the Children's University programme across Bexley.

Working in partnership with schools, the local authority and community organisations, the postholder will support children and young people to access high-quality learning beyond the classroom to raise aspiration and improve outcomes.

This is a part-time, term-time only position (14.8 hours per week), requiring excellent organisation, prioritisation and the ability to manage a broad and varied workload within reduced hours.

The successful candidate will demonstrate strong communication skills and be confident engaging with schools, pupils, parents and a wide range of stakeholders, including employers and sponsors.

The Children's University encourages participation in enrichment learning beyond the classroom, with children collecting hours through validated activities and celebrating through graduation ceremonies.

In Bexley, the programme has worked with over 20 schools and reaches approximately 4,900 children. Which includes targeted provision for children looked after through the Virtual School and partners with local organisations as "Learning Destinations".

The Bexley CU Officer will to maintain this strong foundation and if capacity allows grow the programme.



# Job Description

## Key Responsibilities

### Programme Coordination and Delivery:

- Lead the day-to-day coordination of the Children's University programme across Bexley
- Manage delivery within a part-time timetable, ensuring priorities are effectively planned across the academic year
- Organise and deliver:
  - School launches and assemblies
  - Training for school CU leads
  - Engagement activities for pupils and families

### Core operational duties include:

- Managing communications with schools and parents
- Overseeing Children's University Online (CUO)
- Supporting schools with engagement and data
- Producing monthly challenges and enrichment activities
- Coordinating holiday activity offers and communications
- Supporting ongoing delivery across the academic year

These reflect the current established delivery model for the programme



## Targeted Provision - Monday Club (Virtual School)

- Attend the Monday Club provision (3–6pm, Mondays) at Danson Youth Club
- Work in partnership with the Bexley Virtual School to support Children Looked After
- Act as the Children’s University representative in this setting
- Lead and contribute to enrichment activities and initiatives
- Support engagement and achievement for this key cohort of young people

This is a core expectation of the role and requires consistent weekly attendance during term time.

## Partnership, Development and Stakeholder Engagement

- Build strong relationships with:
  - Schools and CU Leads
  - Pupils and families
  - Community Organisations
  - Employers and sponsors
- Develop and maintain Learning Destinations (activity providers)
- Engage potential sponsors and partners to support sustainability and growth
- Represent Children’s University at meetings, events and local networks

## Communication and Engagement

- Deliver clear and engaging communication to stakeholders
- Manage and develop
  - Social media channels
  - Parent communications
  - School engagement materials
- Deliver presentations, assemblies and briefings
- Promote Children’s University across the borough

## Data, Impact and Quality Assurance

- Support schools to use CU Online effectively
- Monitor participation and engagement data
- Produce impact information and case studies
- Ensure delivery meets Children’s University standards
- Maintain quality assurance of Learning Destinations

## Events and Engagement

- Plan and deliver
  - Graduation ceremonies
  - Community and family events
  - Workshop and enrichment activities
- Develop creative opportunities to extend participation within a term-time delivery model, maximising engagement within available hours



  
LONDON  
SOUTH EAST  
ACADEMIES  
TRUST

# Our Values

## **SUCCESS**

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

## **TEAMWORK**

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

## **ACHIEVEMENT**

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

## **RESPECT**

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

## **SERVICE**

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

# What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

Specification	Desirable	Essential
<p><b>Skills and Abilities</b></p>		<ul style="list-style-type: none"> <li>• Excellent communication skills, able to engage effectively with:               <ul style="list-style-type: none"> <li>◦ Schools</li> <li>◦ Parents and carers</li> <li>◦ Children and young people</li> <li>◦ External stakeholders and employers</li> </ul> </li> <li>• Strong organisational skills with the ability to prioritise effectively within a <b>part-time role</b></li> <li>• Ability to manage multiple tasks and deadlines</li> <li>• Confident presenter and facilitator</li> <li>• Strong partnership and networking skills</li> <li>• Creative and proactive approach to programme delivery</li> </ul>
<p><b>Experience</b></p>		<ul style="list-style-type: none"> <li>• Experience of working with children and young people</li> <li>• Experience of working with schools or education settings</li> <li>• Experience in programme or project coordination</li> <li>• Experience of stakeholder engagement and partnership development</li> <li>• Experience of delivering activities, workshops or events</li> </ul>
<p><b>Knowledge and Understanding</b></p>		<ul style="list-style-type: none"> <li>• Understanding of enrichment and its role in raising aspiration</li> <li>• Awareness of barriers relating to disadvantage and inclusion</li> <li>• Understanding of educational settings and systems</li> <li>• Awareness of partnership working across sectors</li> </ul>

Specification	Desirable	Essential
<p><b>Personal Qualities</b></p>		<ul style="list-style-type: none"> <li>• Passionate about improving outcomes for children and young people</li> <li>• Highly organised and self-motivated</li> <li>• Confident communicator</li> <li>• Flexible and adaptable</li> <li>• Committed to inclusion and widening participation</li> </ul>
<p><b>Special Requirements</b></p>		<ul style="list-style-type: none"> <li>• <b>Ability to travel across Bexley</b></li> <li>• Availability to work:</li> <li>• <b>Term-time only</b> (no requirement to work school holidays as standard)               <ul style="list-style-type: none"> <li>◦ <b>Part-time</b> (14.8 hours per week)</li> <li>◦ <b>Every Monday 3–6pm (Monday Club provision)</b></li> </ul> </li> <li>• Willingness to work occasional evenings and weekends for events (time off in lieu applicable)</li> </ul>



# How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form please contact:

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