Would you like to work at our lovely school?

We are looking for a new After School Club Assistant
Location: St Hild's CofE Primary School
Start Date: Tuesday 5th January 2027
Contract Type: Fixed Term
Salary: £5,828 NJC point 3
Weekly Hours: 10 hours Monday to Friday (3.30pm – 5.30pm)
Working Weeks: 43.89

Closing Date for Applications: 1pm Friday 27th November 2026
Interviews: Friday 4th December 2026
Position Start Date: Tuesday 5th January 2027

We are seeking an enthusiastic after school club assistant to support pupils within our school. The successful candidate will be compassionate and caring and will play a vital role in providing inclusive care and support to pupils, ensuring children's safety and welfare during the after-school club.

Key Responsibilities:

- Building positive relationships with pupils and staff within the school community.
- Supervise and manage routines associated with after school club.
- Supervise, guide and encourage children to develop good social skills, including sharing, participation, taking turns etc.
- Maintain discipline and to promote adherence to the school's behaviour and anti-bullying policies.
- Assist the children to play by suggesting activities and teaching play sills.
- Manage the safe use of play equipment.
- Provide first aid treatment when required.

Our ideal candidate will:

- A passion for working with children and a commitment to promoting well-being and social development.
- Have excellent communication and interpersonal skills, with the ability to form strong and supportive relationships with children
- Demonstrate patience, empathy and a positive attitude towards overcoming behavior challenges
- A resilient, proactive and positive nature
- High levels of enthusiasm, energy and positivity when working with pupils
- Have the ability to create and maintain a safe and supportive playground environment

How to Apply:
If you have the skills and drive to be successful in this role, please collect an application form from the office or it can be found on the school website here
https://sthildsprimary.org.uk/vacancies/

St Hild's School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to relevant vetting checks in line with Keeping Children Safe in Education Part 3, including an enhanced disclosure, satisfactory references, before an offer of employment is confirmed. All shortlisted candidates will be subject to an online check as part of the safer recruitment process. St Hild's Primary School welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

After School Club Assistant Job Description

POST:	After School Club Assistant Fixed term to July 2027 initially NJC point 3 10 hpw Working weeks 43.89
SALARY GRADE:	NJC 3
RESPONSIBLE TO:	Headteacher
JOB PURPOSE:	To work under the direction of SLT, Class Teachers and other appropriate staff, in assisting and supervising children during after school club to ensure the children's safety and welfare.
ACCOUNTABILITIES/MAIN RESPONSIBILITIES	
Supervise and Manage the routines associated with after school club	• Prepare for and Supervise snack time • Organise and supervising the washing of hands and hygiene of pupils. • Supervise movement between various areas of the school during after school club • Plan for and supervise activities for children
Communication	• Establish rapport and respectful, trusting relationships and communicate effectively with pupils/staff and carers. • Share information confidentially about pupils with teachers and other professionals as required. • Listen to children and act as a trusted authority who will fairly resolve disputes, reassure worries, calm fears and soothe distress.
Supervise, guide and encourage the children to develop good social skills, including eating and table manners	• Assist with the cleaning and tidying of used food utensils once meals are finished. • Ensure a calm and respectful environment were all children feel valued. • Assist children to play respectfully, teaching playing skills such as taking turns, sharing equipment, following rules, choosing fair sides in team games etc.

Safeguarding and Promoting the Welfare of Children & Young People	• Carry out tasks associated with pupils' personal hygiene and welfare, including personal intimate care, physical needs, whilst encouraging independence • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate.
Maintain discipline and promote adherence to the school's behavior and anti-bullying polices.	• Acknowledge and praise good behaviour. • Challenge less favourable behaviour and direct them to change their behaviour. • Issue sanctions in line with the school's behaviour policy. • Report poor behaviour to class teachers
Data Protection	• To comply with Melrose Learning Trust policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality.
Health & Safety	• Be aware of and implement your health and safety responsibilities as an employee. • Work with colleagues and others to maintain health, safety and welfare within the working environment. • Administer First Aid to pupils when required, reporting accidents and illness to teachers. • Manage the safe use of play equipment which may be available.
Equalities	• Promote inclusion and acceptance of all pupils. • Within own area of responsibility work in accordance with the aims of the Equality Policy, treating individuals with the respect for their diversity, culture and values.
Flexibility	• The school provides front line services, which recognises the need to respond flexibility to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust policies and procedures.
Customer Service	• The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires all staff to offer a professional level of service at all times.

School Club Assistant Person Specification

Essential upon appointment	Desirable on appointment
Knowledge • Good understanding of child development and play skills • Understanding of individual children and young people's needs • An understanding that children/young people have differing needs and knowledge of inclusive practise •	• Evidence of Experience of working with children • Knowledge of Behaviour Management techniques • Experience and training in relation to administrating First Aid
Experience	• Experience of working with children in an education setting
Personal Qualities • Dedicated to high standards and expectations • Demonstratable interpersonal skills • Ability to work successfully in a team • Ability to nurture and care • Punctual and hard working • Confidentiality • Creativity • Flexibility	
Occupational Skills • Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with staff and children • Positive and decisive behaviour management skills •	
Qualifications	• Appropriate first aid training. • Food Hygiene Certificate
Other Requirements • Enhanced DBS clearance • To be committed to the schools' policies and ethos • To be committed to Continuing Professional Development • Motivated to work with children • Ability to form and maintain appropriate relationships and personal boundaries with children • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and maintaining discipline • An empathy for equality and diversity	