Marine Park First School

Headteacher: Mr S Easton
Park Road, Whitley Bay, NE26 1LT. Tel: (0191) 2534343
e-mail: Info@marineparkfirst.org.uk www.marineparkfirst.co.uk

November 2026

Dear Applicant,

POST OF OUT OF SCHOOL CLUB ASSISTANT - MARINE PARK FIRST SCHOOL

Thank you for expressing an interest in the Out of School Club Assistant Post at Marine Park First School.

Description:
The Governors of this successful, large, friendly and happy First School invite applications for the posts of Out of School Club Assistant.

We are seeking to appoint Out of School Club Assistants to work as part of our supportive team and contribute to the exceptional education, safety, welfare, wellbeing, happiness and behaviour that we strive to achieve for the pupils at our school.

We are looking to appoint to the following shift patterns:

1. **8:00 a.m. – 9:00 a.m. Monday to Friday in Breakfast Club (5 hours)**
2. **3:30 p.m. - 5:30 p.m. Monday to Friday in After School Club (10 hours)**

This shift pattern could be undertaken by one person or split between a number of people.

We would consider applications from candidates who have the relevant experience/qualifications and would be willing to negotiate the above hours to suit their circumstances. Please make this clear in your application. These posts are due to start in January 2027.

Duties will include making and serving breakfasts, organising play areas, materials and equipment; assisting with the planning of activities to create and develop a stimulating and fun environment; ensuring the children are supervised at all times; playing with the children; encouraging fair and caring behaviour; encouraging independence and self-esteem; ensure safeguarding procedures are adhered to; building effective relationships with the parents and carers; administering basic first aid as required and tidying up the room and equipment. You may also be required to support individual pupils or small groups as required. You will work collaboratively with a positive staff team, a supportive governing body and, above all, engaging children.

Marine Park First School is strongly committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS) and will need to have two fully supportive references from current employers/placements. As part of our Safer Recruitment practice and in line with Keeping Children Safe in Education, we will undertake an online search for all applicants who are shortlisted to attend an interview.

If you can work collaboratively with a positive staff team, a supportive governing body and, above all, engaging children, please return an application form to the school. You can post it to us, hand it in at the school office or email it back to us: Info@marineparkfirst.org.uk. Please be aware that we will not consider late applications. We very much look forward to receiving your application no later than 12.15 p.m. on 10th December 2026.

Mrs J Nicholson
Deputy Headteacher