



St Michaels CE Primary School

Abingdon Learning Trust

AFTER SCHOOL CLUB ASSISTANT

28 / 04 / 26

About

ABINGDON LEARNING TRUST

From the outset, the creation of Abingdon Learning Trust remains about maximising opportunities for children and young people in our schools so that each individual can thrive, grow and succeed.

Adding value more widely to the communities in which our schools sit is important to us too, and our Trust-wide commitment to achieving a Net Zero position in two generations of students, by 2035, demonstrates one facet of this.

We believe strongly that local school governors and school leaders know their schools best and are therefore in the position to make decisions for their school most effectively, with much responsibility delegated locally by the Trust Board.

We aim to celebrate diversity and promote equality of opportunity for all who learn and work in our schools and Trust; to create a culture and ethos where inclusion, equality and diversity are embraced; where employment and educational opportunities are open to all; and where everyone in the Trust is treated with fairness, dignity and respect.

We are committed to being the employer of choice in the area, and understand that great staff directly help our pupils and students reach their full potential for a happy and successful life.

Our commitment to staff includes our Wellbeing and Workload Charter and investment in CPD at all ages and stages; an additional structure of teacher Professional Pathways, which include strong support for ECTs, NPQs and preparation for the next professional challenge; and a culture that places carbon reduction towards a net zero position by 2035 at its heart.

We believe in investing for all of our futures.

OUR VALUES

QUALITY to create an outstanding learning community, including strong leadership and governance

OPPORTUNITY to provide the best opportunities for all children to reach their full potential

COLLABORATION to support a shared commitment and dedication to learning

AMBITION for continual improvement and to strive for excellence in all we do

COMMUNITY To be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.



JOB DETAILS

POST OF:	After School Club Assistant
AT:	St Michael's CE Primary School
SUMMARY OF ROLE:	After School Club Assistant
COMMENCEMENT:	1 st September 2026
CONTRACT TYPE:	Part time, permanent
SALARY:	Grade 4
HOURS:	3:15pm – 5:30pm (11.25 hours per week)

Letter from the CHAIR OF LOCAL GOVERNORS

On behalf of the Local Academy Board, I would like to thank you for applying to work at St Michael's School

The board of governors at St Michael's are incredibly proud to be part of a school that places its Christian values—respect, perseverance, and courage—at the heart of everything it does. Under the dedicated leadership of our Headteacher and leadership team, the school continues to provide a nurturing environment where children thrive both academically and personally.

If you join St Michael's, you will become part of a hardworking and committed team that always prioritises the success and well-being of the children. You will find a strong sense of community among your colleagues, who work together to support our pupils in becoming confident, resilient, and kind individuals. Our high expectations for learning and behaviour are reflected in our academic results and the respectful, caring relationships seen throughout the school.

As governors, we come from a range of backgrounds—including parents, local community members, and staff—all united in our commitment to making St Michael's an inspiring and supportive place to work and learn. We provide both challenge and encouragement to ensure the school continues to grow and flourish.

We hope you will be inspired to join us and contribute to our ongoing ambition to provide the best possible education for our pupils. You will be well supported, with opportunities for professional development both within and beyond the school.

Alex Rennie-Lis
Chair of Governors



Introduction to ST MICHAEL'S CE PRIMARY SCHOOL

St Michael's is a thriving one-form entry Primary School nestled in the heart of the village of Steventon. We take children into our nursery from 3 years old all the way through to 11 years old at the end of Key stage 2.

When anyone arrives at St. Michael's, they are welcomed by a community which prioritises learning, celebrates achievement and nurtures the individual. We offer children a diverse, rich and ambitious curriculum which honours the village we live in and reflects the changing world around us.

Staff and pupils are challenged to be the very best they can be; everyone at St. Michael's is expected to embrace the **vision** to *"do to others as you would have them do to you"* and to use the core Christian values of **Respect, Perseverance** and **Courage** as the vehicle that enables staff, children and families to flourish.

Every pupil's personal development is highly-valued and we are ambitious for our pupils as they build on individual strengths, whether academic, musical, sporting or artistic. We challenge all of our pupils to be the best that they can be, and provide tailored, targeted support for pupils when required.

We are really proud of our additional provision offer to support children when they need it most. This ranges from ELSA support, Nurture Forest School and Music Therapy all the way through to completing the National Outdoor Learning Award and PAWS dog therapies. These additional opportunities help.

Our pupils have a real love of learning and a fantastic attitude towards school and their education. They are happy, active and resilient children, who demonstrate exemplary behaviour. Their ability to articulate their views and opinions and describe their learning is wonderful and they are very proud of everything they achieve across the curriculum.

We have a wide range of pupil leadership opportunities across the school; this includes Head Boy and Girl, House Captains, School Council, Sports Leaders, Digital leaders, Prefects and Librarians. As pupils take on and develop these roles we find it grows confidence, allows children to develop a greater sense of responsibility and cultivates an understanding that pupils have a voice in our school.

We also offer a wide range of curriculum enrichment activities and pupils are excited by the opportunities we offer. Pupils also participate in forest school and outdoor learning, choir, numerous sports teams, history wow days and musical productions to name but a few. We believe these additional opportunities inspire and motivate pupils even further to follow their passions and dreams.



Job Description

POST: After School Club Assistant

GRADE: Grade 4

RESPONSIBLE TO: Headteacher

Purpose

After School Club assistants are employed by the school to assist with the planning, day-to-day organisation and operation of the breakfast club and/or after-school club, providing high quality play opportunities and care for children in an inclusive environment.

Support for pupils

- Be responsible for supporting the play of groups or individual children, including those with special needs, ensuring their safety.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities.
- Set challenging and demanding expectations and promote self-esteem and independence.

Support for the playleader

- Be involved in the development of care and creative play opportunities in consultation with children, and in accordance with Playwork Principles and relevant childcare legislation.
- Deputise for the playleader when required.
- Help to create and manage the classroom as a purposeful and orderly environment.
- Promote good pupil behaviour, following the school's behaviour policy and encouraging pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Assist with the handover/collection of children to/from other areas of the school and ensure their safe handover to parents/carers at the end of the day.
- Prepare food and drink that promotes healthy eating and complies with current school food guidelines and food safety legislation.
- Assist with day to day administration and record keeping.
- Administer first aid and medication as appropriate.
- Help with the development, maintenance and use of resources for play.



Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to play opportunities.
- Contribute to the overall ethos/work/aims of the school.
- Work within agreed policies and procedures.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Promote good pupil behaviour, following the school's behaviour policy in all areas of the school.
- Contribute to the management of resources and resource storage areas, helping to maintain them in an orderly, functional fashion.

Health and Safety

- All employees have a duty under the HASAW Act to co-operate with the Council's officers and to assist them so far as is necessary in meeting their delegated responsibilities. In order to achieve this objective all employees should:
 - c) keep themselves informed of the Directorate's health and safety policy, safety procedures, safety action bulletins, newsletters and other health and safety information appropriate to their employment;
 - d) take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions at work, and, where it is in their control, take any appropriate remedial action necessary; and
 - c) report to their immediate supervisor any accident, work related ill-health, dangerous occurrence, unsafe system of work, work practice or damage to equipment, plant or premises as soon as possible after it comes to their notice.
- Co-operate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Head of Establishment of any "Near-Misses".
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off- site issues.
- Raise health, and safety and environmental issues with pupils.



SAFEGUARDING

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding Children matters and an ability to demonstrate personal values and beliefs in accordance with St Michael's CE Primary school's Safeguarding Children Policy
- Display commitment to the protection and safeguarding of children and young people
- Enhanced DBS disclosure (with Barred List)
- A strong appreciation of child protection issues and the capacity of acting in accordance with St Michael's CE Primary School's Safeguarding of Children policy
- Reading, understanding and following all aspects of the St Michael's CE Primary School's Safeguarding Children policies, including informing the Designated Safeguarding Lead (DSL) or Deputy DSL promptly of any concerns
- Comply with safeguarding training expectations

Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be St Michael's CE Primary School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.



Person Specification

Specification	Essential	Desirable
Education/Training	<p>Level 2 qualification in Playwork or Level 2 early years/childcare qualification or NVQ2 for Teaching Assistant or a commitment to obtain a Level 2 qualification in Playwork</p> <p>Willing to undergo training and gain further qualifications</p>	<p>First aid training</p> <p>Training in safeguarding 'generalist' level</p> <p>Food safety/hygiene qualification at Level 2 or above.</p>
Knowledge, Experience and skills	<p>Previous experience of working with children</p> <p>An understanding of how young children play</p> <p>Ability to respond to children's needs, interests and development</p> <p>A commitment to high quality inclusive childcare and play</p> <p>Work constructively as part of a team, understanding roles and responsibilities and your own position within these</p>	<p>Previous experience of working with children in small groups.</p> <p>Understanding of relevant policies/codes of practice and awareness of relevant legislation</p>
Child Welfare	<p>Willingness and ability to attend to the physical, personal and emotional needs of young children</p>	<p>Experience of attending to the physical, personal and emotional needs of young children</p>
Parents and community	<p>Ability and commitment to build relationships with parents and communicate effectively with them</p>	<p>Ability to contribute to the school's links with the wider community and the local church</p>

Desirable Personal Qualities

- Enthusiasm and a love of working with younger children
- Creativity, common-sense and a sense of humour
- Ability to work with a range of other people
- Patience and an ability to keep calm in a crisis





QUALITY
OPPORTUNITY
COLLABORATION
AMBITION
COMMUNITY



Terms of APPOINTMENT

The appointment is for an After School Club Assistant Position and is part time, and permanent.

St Michael's CE Primary School and Abingdon Learning Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act. Our policy on the employment of ex-offenders can be found [here](#)

A copy of the school's Safeguarding and Child Protection Policy is here:
https://www.stmichaelssteventon.co.uk/_site/data/files/policies/C096108F7F56C3062862849B127A6BF9.pdf

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

How to APPLY

The application window opens on Tuesday 28th April, with applications to be received by 12 noon on Monday 1st June 2026.

Applications should be submitted online through MyNewTerm.

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements.

Please do contact Sharon Scaysbrook (School Business Manager) by email/phone (01235 831298) for an informal discussion about the role.

For further details of our recruitment process, please visit [our website](#).

We look forward to receiving your application.

