

## Our Lady of Walsingham Catholic Primary, Corby

### JOB DESCRIPTION

**Job Title : After School Club Assistant (Grade C Point 2-3)**

**Hours: 3.15pm – 5pm (3 days per week)**

#### OVERVIEW

<b>Job Title</b>	<b>AFTER SCHOOL CLUB ASSISTANT</b>
<b>Closing Date</b>	Friday 13 <sup>th</sup> February - noon
<b>Interview Date</b>	WC 23 <sup>rd</sup> February
<b>Salary / Scale</b>	Grade C Point 2-3
<b>Contract type:</b>	Temporary, Part Time (5.25 hours pw), Term Time only (38 weeks)
<b>Purpose of the Position</b>	To supervise the children who attend the After School provision and take part in the running of each session. To offer a safe environment for the children to stay at the end of the school day.
<b>Key Responsibilities</b>	To be responsible for the planning, supervision and organising of age appropriate activities for children in both KS1 and KS2.
<b>Responsible to:</b>	Head Teacher
<b>Accountable to:</b>	Head Teacher

## MAIN RESPONSIBILITIES

### 1. Main Duties

- Safeguard children and ensure and promote their health & safety
- Assist in the set up before children arrive & pack away at end of session (ensuring kitchen area is cleaned after each session)
- Assist in the planning and coordination of activities and games to interest and stimulate the children
- Assist in the organisation of the space and resources to create a welcoming, relaxed and informal environment
- Meet and greet parents and children as they arrive (ensure a positive relationship with both)
- Record any information passed on from parents and pass onto relevant people
- Ensure a good balance between free choice of play and directed play when necessary
- Ensure there is a good standard of behaviour in line with the school's behaviour policy
- Liaise with parents/carers and school office providing information and ensuring necessary documentation is accurate and complete e.g. contact information, medical needs etc.
- Record attendance
- Maintain the healthy eating policy and keep updated with any new information
- Liaise with the after school club supervisor, school office staff and headteacher on all relevant matters and issues

### 2. Safeguarding and Health & Safety

- Ensure adherence to all Trust and school's policies but particularly regarding safeguarding, health and safety and GDPR.
- Provide immediate First Aid to any child attending the club and liaise with the School Office Manager
- Liaise with parents or guardians who require collection from wrap around club due to illness or injury.

### 3. Professional Development

- Keep up to date with all legislative changes linked to safeguarding, first aid and food hygiene in an educational setting.
- Participate in the school's performance management (appraisal) process.
- Participate in further training and development to improve own professional development.
- Participate in appropriate training provided by either the school or the Trust.

#### 4. Working with Colleagues and Other Relevant Professionals

- Work in close collaboration with the school administrative team to support the Head Teacher provide a safe and caring environment for school pupils either before/after school.
- Communicate, collaborate and work effectively with colleagues, the Head Teacher, school's senior leadership team, parents, Governors and other external agencies where appropriate.
- Develop effective professional relationships with colleagues, school's Leadership Team, central Trust team and other schools within the Trust.
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

#### 5. Personal and Professional Conduct.

- Preserve the integrity and confidentiality of all people encountered as part of this role.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out the professional duties and responsibilities.
- Maintain strict confidentiality with respect to employee and pupil data in accordance with the Data Protection Act and Trust policies and procedures.

#### 6. Any Other Duties

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder

may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

## PERSON SPECIFICATION

### 1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Current First Aid Certificate		√	App form
Food Hygiene Certificate		√	App form
Ambition to work towards further qualifications		√	App form

### 2. EXPERIENCE

	Essential	Desirable	Evidence
Substantial experience of working with or caring for children of a relevant age	√		App form interview
Previous experience of working in a Wrap Around (Breakfast Club/After School Club) provision		√	App form interview

### 3. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
A current driving license.		√	App form
An understanding of good quality child care	√		Interview
The ability to meet children's individual needs	√		Interview
The ability to plan and delivery activities for children in both KS1 and KS2	√		Interview
The ability to work as part of a team	√		App form / Interview
Good organisational skills	√		App form / interview

#### 4. EQUALITY, INCLUSION & SAFEGUARDING

	Essential	Desirable	Evidence
Awareness equal opportunities and safeguarding policies	√		interview
Evidence of a strong commitment to inclusion	√		Interview
Experience of implementing strategies for social inclusion		√	Interview

#### 5. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Strong interpersonal skills	√		interview
Demonstrate ability to remain calm and work under pressure	√		Interview
Ability to deal sensitively with people and resolve conflict	√		Interview
Commitment to maintaining confidentiality at all times	√		Interview
Commitment to safeguarding and diversity.	√		Interview

#### 6. CONFIDENTIAL REFERENCES AND OUTCOMES

**Applicants must be able to positively provide the following information if successfully appointed:**

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required

# HOW TO APPLY

Further information about the School can be found at: ([www.ourladys.co.uk](http://www.ourladys.co.uk)) or about the Trust on the Trust website: [www.olicatschool.org](http://www.olicatschool.org)

A candidate pack and application forms are available via the school's website: [www.ourladys.co.uk](http://www.ourladys.co.uk) or **mynewterm**. If you would like to visit the school or discuss the post further please contact Pauline Lawrie via the school office either by telephoning: 01536 203805 or by email: [plawrie@olw.cor.olicatschools.org](mailto:plawrie@olw.cor.olicatschools.org)

Closing date for applications: Friday 13<sup>th</sup> February 2026

Interview arrangements tbc.

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.

