



Afterschool Club Assistant at St Mary's Catholic Primary School

Join Our Team: St Mary's Catholic Primary School is seeking a caring, reliable and enthusiastic Afterschool Club Assistant to join our warm and welcoming school community. This is a wonderful opportunity to play a valued part in the daily life of our pupils, supporting our children from Nursery, Reception, KS1 up to KS2 during after school club. If you are someone who enjoys working with children, brings calm reassurance and takes pride in helping pupils feel safe, happy and included, we would be delighted to hear from you.

About St Mary's Catholic Primary School: At St Mary's Catholic Primary School, our ethos is rooted in the words, *"Love one another as I have loved you."* These values sit at the very heart of our school and shape everything we do. We are proudly child-centred, with love, care and respect guiding the way we learn, play and grow together.

We are a strong, inclusive and welcoming school community where every child is known, nurtured and celebrated. Our approach is built on genuine pastoral care, high expectations and a deep commitment to ensuring that all pupils feel valued and supported. We are also proud of the positive recognition the school has received from Ofsted, reflecting the dedication of our staff and the strength of our shared culture.

The Role: After school Club Assistant

Responsible To: Headteacher & Assistant Headteacher

Grade: £25,949.00 Annually (FTE)

Starting salary is Grade 3, Scale Point A, currently £25,949 per annum (including supplement for UK Living Wage), with progression to Grade 3, Scale Point B following successful completion of a 6-month probationary period. Actual salary will be pro-rata for part time hours and term time only contract (38 working weeks).

Fixed term contract - 12 months. 3 days a week Mon, Tue & Thur 3.15pm-5.30pm

Start date: September, 2026

Main Purpose: To provide an afterschool service for pupils. To coordinate all activities within a safe and stimulating environment, in accordance with the club/and or school policies.

Responsibilities/Duties

- To provide a healthy snack for children in after school club
- Develop understanding of health issues such as healthy eating, dental health, fitness and exercise
- Provide and supervise safe play activities for pupils
- Carry out day-to-day administration including registers, ordering and purchasing of equipment and food, record keeping as appropriate
- To record and inform parents of any incidents or accidents relating to their children that has occurred during the session
- Liaise with school staff as required
- Undertake relevant training as deemed necessary
- To set up and clear away equipment
- Carry out all responsibilities and activities within an equal opportunity framework
- To ensure that school security regulations are upheld
- To provide support to children including first aid duties (dependant upon training)
- To undertake such duties as become necessary to ensure the successful running of the scheme
- Carry out intimate care in line with school policy, with sensitivity, dignity and professionalism.
- Uphold the professional standards & confidentiality expected of an after school club assistant in all aspects of the role.
- Report any incidents to the Headteacher or Assistant Headteacher relating to pupils that have occurred during the session
- Online annual training to be completed

The Person

We are looking for someone who will bring warmth, common sense and a positive attitude to our extended schools team. You may already have experience working with children, or you may be keen to develop your skills in a caring school environment. What matters most is your ability to build trust, work well with others and contribute to the calm, supportive atmosphere that helps our pupils thrive.

We're Looking For:

- A flexible and dependable team player who can adapt to the needs of the school day.
- A confident communicator who enjoys working with children and adults alike.
- Someone with the initiative to respond appropriately to pupils' needs and situations as they arise.
- The ability to work with children of all ages from Nursery up to Year 6 children.
- A calm, patient and reassuring approach when supporting children during busy after school club sessions
- A commitment to safeguarding, child protection and the wellbeing of all pupils.
- A willingness to support healthy snacks, playtime supervision and the smooth running of the after school club

- An understanding of the importance of kindness, consistency and positive relationships.

What We Offer

Joining St Mary's Catholic Primary School means becoming part of a team where people feel genuinely valued, respected and cared for. We know that a positive working environment matters, and we are committed to supporting our staff so they can do their best work while maintaining a healthy work-life balance.

Benefits of Joining Our Team:

- A strong, inclusive and welcoming school community.
- A supportive team where every member is valued and loved.
- The opportunity to work in a school with a strong Ofsted celebration and a positive reputation.
- A role that makes a real difference to children's daily experience and wellbeing.
- A nurturing environment shaped by faith, care and shared values.
- A part-time, fixed-term position that offers a good balance between work and home life.

How to Apply

Interested candidates should submit their application via 'My New Term' before the closing date of 3rd September 2026.

For further information, please contact Mrs Clare Rowland-Smith on crowlandsmith@st-marys.cumbria.sch.uk

AFTERSCHOOL CLUB ASSISTANT – PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications/ Competencies	Relevant NVQ 2 or equivalent. Good literacy/numeracy skills	
Experience		Experience working with children of relevant age. Experience of working in a classroom setting Experience in working in another service to young people
Knowledge	Up to date knowledge and understanding of the practices and procedures relating to the welfare, safety and education of children. Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies. Understanding of principles of child development and learning processes.	
Skills/Ability	Ability to supervise the provision of a snack service and to coordinate activities within a safe and stimulating environment in accordance with club/and or school policies. Ability to provide a healthy snack following the healthy schools policy. Ability to self-evaluate learning needs and actively seek learning opportunities.	Can use ICT effectively to support learning. Use of other equipment technology – video, photocopier.
Personal Skills	Ability to relate well to children and adults. Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these. Able to prioritise tasks and act on own initiative. Able to motivate and encourage children to develop to their full potential	