

After School Club Assistant

Candidate Information

Location: Harpenden, Hertfordshire

Fixed-term, Term Time Position



Introduction to Aldwickbury School

Aldwickbury is an independent day and flexi-boarding Pre-Prep and Prep School for children aged 4-13, located in 20 acres of grounds on the outskirts of Harpenden in Hertfordshire. From September 2026, Aldwickbury is excited to be opening a Nursery for children aged 3-4 years old, extending the opportunity to be part of this outstanding school. Operated as an Educational Trust, the School is administered by a Board of Governors and is a member of the Independent Association of Prep Schools (IAPs).

At Aldwickbury School, we inspire children to develop a love of learning, empowering them to try their best, embrace challenges, be themselves, and seize opportunities that come their way. Our approach focuses on nurturing the individual potential of each child, ensuring they feel supported in a safe and stimulating environment. Our award-winning education is built on strong values, a deep sense of community and a culture of care that runs through every part of school life.

Aldwickbury is a non-selective school with an emphasis on personal and academic growth. We encourage pupils to take risks, celebrate their successes, and learn from their mistakes, and we are incredibly proud of the value we add to their education. Through our dedicated staff, we aim to provide an outstanding experience that prepares pupils for their next stages in education at a wide range of excellent senior schools.

Our Ethos

Our community is one where all staff should feel supported, where kindness connects us as 'one team'. We work with passion to deliver an outstanding education for the pupils.

Our culture is one of integrity, respect and high ambition, underpinned by a growth mindset. We are encouraged through endeavour and self-reflection to develop, grow and support each other's wellbeing and happiness.

Independent Boys' School of the Year 2024

We are immensely proud that Aldwickbury was awarded the prestigious title of Independent Boys' School of the Year at the highly regarded Independent School of the Year Awards. Even more significantly, we are the first-ever Prep School to win this category.

This incredible achievement is a testament to the unwavering dedication and hard work of our entire team, and their ability to ignite the passion for learning across all aspects of the school. It is also a testament to our pupils' enthusiasm for embracing opportunities and rising to challenges - qualities that help make Aldwickbury such a special community.

Central to this success is our strong team ethos and the invaluable support of our parents, governors, and wider school community. Together, we have built an inspirational environment where pupils are not only happy, but also challenged, kind, and able to flourish as their authentic selves.



The Role

Job Title: After School Club Assistant

Accountable to: After School Club Leader / Deputy Headmaster

Job Purpose: To support the After School Club Leader in the effective day-to-day operation of the club

Aldwickbury After School Club

Aldwickbury is committed to supporting families with wrap-around care options tailored to fit busy schedules, and therefore offers an After School Club after the school day ends. Nursery through to Year 6 pupils can stay at school between 3 - 6pm, dependent on the time their usual school day finishes. The club is divided into three sessions: 3 - 4pm, 4 - 5pm, and 5 - 6pm, running Monday to Friday during the school term. It is a time when pupils can relax and enjoy themselves at the end of the day. A wide range of activities is offered, from being creative with craft, to playing board games. Pupils are often keen to go outside to play football, table tennis, or explore the climbing frames.

Main Duties and Responsibilities

- Support the After School Club Leader in the effective day-to-day operation of the club, including responding to parental queries or concerns in a professional and supportive manner
- Provide appropriate supervision at all times and ensure the safety, welfare and well-being of all children
- Lead and support engaging, age-appropriate activities that promote creativity, physical activity, and social interaction for children up to the age of 11
- Plan and prepare imaginative and stimulating activities that cater to the diverse needs and interests of children
- Promote positive behaviour and manage challenging behaviour appropriately in line with the school's Behaviour Policy
- Prepare and serve light snacks, ensuring dietary requirements and hygiene standards are met
- Ensure the safe transition of children from their classrooms to the club at the end of the school day
- Ensure a safe handover of children to parents or authorised carers at pick-up time
- Maintain accurate attendance records and complete any required documentation relating to children, activities or club operations
- Maintain a clean, safe, and welcoming environment, including setting up and tidying away all equipment and materials (e.g. food, toys, games, cutlery, crockery) after each session
- Accurately record and report any accidents or incidents in line with school policies and safeguarding procedures
- Recognise, record and report any safeguarding concerns in accordance with the school's safeguarding procedures and statutory guidance
- Work effectively as part of a team to create a positive and inclusive environment for all children
- Undertake other duties appropriate to the role, as reasonably requested by the After School Club Leader or Deputy Head



Person Specification

Qualifications and Experience

Essential

- Commitment to safeguarding and promoting the welfare of children
- Experience of working with children aged 4 to 11 years
- Confidence in leading or participating in a wide range of games and activities (e.g. arts and crafts, board games)
- Good verbal communication skills
- Ability to build positive relationships with children
- Willingness to engage in cooperative play with children
- Awareness of and commitment to confidentiality

Desirable

- GCSE Grade C/4 or above (or equivalent) in English and Maths
- NVQ Level 2 in Childcare (or equivalent)
- First Aid qualification
- Experience in an out-of-school club, holiday club or childcare setting
- Experience of working in a primary or prep school setting
- Knowledge of SEND and supporting children with additional needs

Skills and Abilities

- Good communication skills, with the ability to communicate effectively with children, colleagues and parents
- Strong interpersonal skills and the ability to build positive relationships with children, staff, parents and carers
- Ability to follow instructions, work effectively under supervision and adhere to school policies and procedures
- Ability to use initiative and make appropriate decisions when supervising children and supporting activities
- Constructive and consistent approach to behaviour management
- Ability to work reliably and effectively as part of a team
- Understanding of the importance of promoting the health, safety and wellbeing of all children in the setting

Personal Attributes

- Calm, friendly and approachable manner
- Professional attitude
- Reliable and punctual, with good time management
- Commitment to providing a safe, fun and nurturing environment for children
- Positive, flexible and proactive approach to work
- Willingness to uphold and support the values and ethos of the school
- Willingness to learn, develop and participate in relevant training



Terms of Appointment

Hours of work: 12 hours per week, Monday to Friday, 3:00pm to 6:00pm.

Whilst the preferred working pattern is five days per week, applications from candidates seeking fewer days will be considered.

Contract: Fixed-term September 2026 - July 2027. Term Time, 35 weeks per year

Salary: Competitive hourly rate, dependent on qualifications and experience

Benefits:

- Contributory pension scheme
- Free on-site parking
- Use of the School's facilities at times allocated to staff
- Cycle to work scheme
- Employee Assistance Programme

Interview and Application Process

The closing date for applications is 30th August 2026.

Early applications are encouraged, as applications will be reviewed as they are received and Aldwickbury School reserves the right to appoint before the closing date.

Shortlisted candidates will be contacted directly to arrange an interview.

Thank you for your interest in joining Aldwickbury School. The information contained in this document is intended to provide an overview of the role and is non-contractual.

Aldwickbury School is committed to safeguarding and promoting the welfare of children and young people. The school aims to provide a safe and nurturing environment where all pupils are happy and can be themselves. Aldwickbury expects all staff and volunteers to share this commitment.

