

# Nexus Education Schools Trust



## Club Assistant Recruitment Pack



# Job Advert

**Join the Adventure at Alexandra Adventurers – Where Every Day is an Exciting Journey!**

We're on the lookout for a passionate and committed **Club Assistant** to help in our vibrant new **Before and After School Club at Alexandra Junior School**. This is more than just childcare – it's a place where children feel safe, supported, and inspired to thrive.

At **Alexandra Adventurers**, every day is packed with fun, creativity, and discovery. Whether it's energetic outdoor play, imaginative role-playing, building with construction toys, or diving into board games, our club offers something for every child. Budding artists will love our structured arts and crafts sessions, designed to spark creativity and encourage self-expression.

Our club is a warm, welcoming space where friendships grow, imaginations take flight, and every child is celebrated. If you're enthusiastic about working with children and eager to be part of a dynamic, caring team, we'd love to hear from you!

<b>Salary</b>	Salary S3 Outer London £15.25 per hour (£28,617 FTE)
<b>Location</b>	Alexandra Junior School Cator Road London SE26 5DS Tel: 020 8778 3961 <a href="http://www.alexandra-jun.bromley.sch.uk">www.alexandra-jun.bromley.sch.uk</a>
<b>Hours</b>	9 Hours a week, Monday, Tuesday, Thursday, term-time only, Afternoon sessions - 3.00-6.00pm
<b>Reports to</b>	Headteacher or line manager
<b>Start Date</b>	As soon as possible
<b>Closing Date</b>	Midday on Wednesday 1 July 2026
<b>Interviews</b>	From Monday 6 July 2026 We reserve the right to interview suitable candidates prior to the closing date

# Alexandra Junior School

At **Alexandra Junior School**, we are proud to offer an inspiring and dynamic learning environment where children flourish and grow into confident, capable learners. Enriched by an exciting array of extracurricular activities, a passionate and dedicated staff, and a strong, supportive partnership with parents, our school is a place where every child feels valued and empowered to achieve their best.

We are a thriving learning community, passionate about education for both children and adults. Our mission is for every child to see themselves as a successful learner, building on their unique strengths and qualities. We are committed to excellence, fostering a community that values, respects, and celebrates each child for who they are.

Collaboration lies at the heart of our school. Parents are welcomed as true partners in their child's journey, and our dedicated Local Committee members bring a wealth of expertise, playing an active role in shaping the school's success. We work closely with Alexandra Infant School to ensure a smooth and seamless transition for Year 2 children into Year 3, creating continuity and confidence in their educational experience.

Our core values, **TLC – Thinking, Learning, and Caring**, are woven into every aspect of school life. These values define who we are, guide what we do, and inspire who we aim to be. Through stimulating learning experiences and a nurturing community, we ensure that every child not only excels academically but also thrives personally and socially.

**At Alexandra Junior School, learning is a journey of discovery, growth, and joy—and we're excited to be part of every child's adventure.**



# Nexus Education Schools Trust

**Nexus Education Schools Trust (NEST)** a rapidly growing Multi-Academy Trust with 19 vibrant primary schools and 1 all through special educational needs school across Bromley, Kent, Lewisham and Southwark. Over the past five years, we've invested in state-of-the-art facilities, ensuring our schools provide exceptional learning opportunities for every pupil.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At NEST, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

**“To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow”**

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

**We're proud to offer:**

- **Endless Growth Opportunities:** Access to ongoing professional development to help you thrive in your career.
- **Thriving Partnerships:** Strong collaborations with schools to enhance your impact and network.
- **A Happy and Supportive Team:** Work alongside a motivated, friendly, and encouraging group of professionals. We are committed to helping you achieve your professional goals.
- **Comprehensive Training and Development:** NEST supports the continuous growth of all our staff.
- **Course and Qualification Opportunities:** Enhance your skills for your current role or prepare for future opportunities.
- **Career Advancement:** Gain qualifications that can help you progress within the organisation.
- **Resources You Deserve:** A well-equipped environment with the tools and support you need to succeed.
- **Innovative Culture:** Join an organisation that values creativity, teamwork, and fresh ideas.
- **Exclusive Perks:** Enjoy staff benefits like the Cycle to Work scheme and technology discounts.
- **Special Discounts:** Gain access to CSSC Benefits, BHN Extras and Blue Light Card savings, making your life outside work even better.

# Club Assistant Job Description

## **Main Purpose of the Role:**

To assist in the day-to-day organisation and operation of the before and after school club at Alexandra Adventurers to ensure safe, high quality play and care for children.

## **Key Responsibilities**

To assist in the planning for a range of suitable activities.

Deal professionally with parents/carers' questions and queries, and complaints and to record and inform them of any incidents or accidents relating to their child.

To adhere to Safeguarding procedures and advise the Designated Officer of any concerns.

Administer first aid as required.

Organise the collection and escorting of children to any other clubs run in the school and ensure the safe delivery of children to their parents/carers.

Provide a safe and creative environment for the children, that equipment is used properly, safety procedures are implemented at all times, adhering to the school's Health & Safety policy and reporting any safety concerns to the Manager.

Be aware of fire evacuation procedures.

Supervise and support children during meal times

Ensure equipment is set up, cleared away and stored safely and tidily at the end of the session.

Undertake relevant training.

·Undertake any other duties as may become necessary to ensure the smooth and successful running of the club

## **Experience/Qualifications**

Working with or caring for children of primary school age

Experience of working in a similar setting

Paediatric First Aid

Safeguarding training

Experience of staff supervision and staff motivation

Understanding and commitment to the highest standards in quality childcare and ensuring that all relevant policies, procedures and guidelines, i.e. Confidentiality, Health & Safety Policy, Behaviour Policy, Safeguarding and others - are followed.

Understanding of child development and the role of play and other activities

## **Personal Skills/Qualities**

Enthusiasm, caring attitude and passion in working with children

Ability to work on own initiative, using judgement and common sense and as part of a team

Strong supervision skills

Excellent communication skills together with sufficient understanding and use of English to ensure the wellbeing of the children and with liaising with their parents, staff and School Management

Effective organisational skills

Professional manner and attitude and ability to establish good relationships with all members of the school community

Trustworthy, reliable and punctual with a flexible approach to work

# Club Assistant Job Description

## Health and Safety

- Take responsibility for your own health, safety, and welfare, and that of others who may be affected by your actions.
- Co-operate with the school on all matters relating to health, safety, and welfare.

## Continuing Professional Development

- Participate in the school's Performance Management Scheme.
- Undertake professional development as identified to enhance your role and impact.

## Additional Information

This job description outlines the main duties and responsibilities of the role but is not exhaustive. You may be required to undertake other duties of a similar level as directed by your manager. Reasonable adjustments will be made to support disabled applicants or employees. The job description may be reviewed and amended in consultation with you, and you will have the opportunity to discuss any changes with your line manager. You may be accompanied by a trade union representative if you wish.

## Special Conditions of Service

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Because the post allows substantial access to children, candidates are required to comply with Trust safeguarding and DBS procedures.

## Policies and Procedures

Ensure full awareness of, compliance with, and adherence to all school policies and procedures relating to the management, teaching, and learning within the school.

## Contacts and Relationships

Deliver the expected standard and level of service, identifying and reporting any shortfalls or opportunities for improvement. Consistently uphold high professional standards in attendance, punctuality, appearance, conduct, and maintaining positive, respectful relationships with pupils, parents/carers, and colleagues.

## Equalities

Actively enforce the school's equal opportunities policies and fulfil all statutory responsibilities to ensure fairness, inclusivity, and respect for all individuals in every aspect of service delivery.

## Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST are the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

For further information please refer to our Data Protection Policy <http://nestschools.org/nest-policies/>

# Club Assistant Person Specification

## Personal Skills/Qualities

- Enthusiastic, caring attitude and passion in working with children
- Ability to work on own initiative, using judgement and common sense and as part of a team
- Strong supervision skills
- Excellent communication skills together with sufficient understanding and use of English to ensure the wellbeing of the children and with liaising with their parents, staff and School Management
- Effective organisational skills
- Good numeracy and ICT skills
- Professional manner and attitude and ability to establish good relationships with all members of the school community
- Trustworthy, reliable and punctual with a flexible approach to work

## Experience/Qualifications

- At least 3 years of previous experience in a similar setting with children 3 – 11 years
- Relevant NVQ3/Early Years qualification or equivalent
- Paediatric First Aid
- Safeguarding training
- Understanding and commitment to the highest standards in quality childcare and ensuring that all relevant policies, procedures and guidelines, i.e. Confidentiality, Health & Safety Policy, Behaviour Policy, Safeguarding, the provision Terms and Conditions - are followed.
- Excellent organisational skills in order to assist with the development and implementation of a programme of age suitable activities.
- Understanding of child development and the role of play and other activities
- Excellent interpersonal skills - you connect easily with others and communicate clearly.
- Familiarity with Keeping Children Safe in Education guidance.



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## The application process

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

### Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

### Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

### Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

### Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

### Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these settings under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.



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Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

### **Recruitment of Offenders**

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
- whether the conviction of other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

### **Probation**

All new colleagues will be subject to the NEST probation procedure for four months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

### **Equal Opportunities**

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

### **General Data Protection Regulations**

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

[www.nestschools.org](http://www.nestschools.org)

# Our Trust



Alexandra  
Infant  
School



CHILDERIC  
PRIMARY SCHOOL



HIGHFIELD

Infants' and Junior Schools



John Keats  
Primary School



PERRY HALL  
PRIMARY SCHOOL



WORSLEY BRIDGE  
PRIMARY SCHOOL



Thames South  
TEACHING SCHOOL HUB

[www.nestschools.org](http://www.nestschools.org)