

**THE FLYING HIGH ACADEMY LADYBROOK
AFTERSCHOOL CLUB
JOB DESCRIPTION**



Salary: Grade 1 Point 2 £24,413 FTE, 12.5 hours a week term time only
£6,896.76 part time equivalent (actual pay)

Hours: **3:00pm – 5:30pm Monday & Friday**

Responsible to: Afterschool Club Lead & School Business Manager (SBM)

Contract Type: Permanent

Location: Flying High Academy Ladybrook, Somersall Street, Mansfield, Nottinghamshire, NG19 6EW

Application Deadline: 9:00am Friday, 23 January 2026

Interview Dates: Wednesday 28th January 2026

Start Date: February 2026 as soon as all relevant checks are complete

Role:

Under the direction/instruction of the Afterschool Club Lead deliver high quality and varied activities within a safe and caring environment and provide a high standard of physical, emotional, social and intellectual care for the children placed in the Club and working with the team to ensure that the breakfast bagels are ready for distribution to the school.

- To ensure that Safeguarding and Health and Safety policies and procedures are adhered to
- To ensure that the programme of high quality play opportunities are carried out in a safe environment
- To undertake duties such as preparing a light snack, cleaning room and toys, setting up and putting away tables and chairs, tidying up at the end of the session
- To help with the arrival of children and completion of registers
- To co-ordinate the children whilst they are eating snack to enable the Afterschool Club Lead to set up interactive learning and play opportunities
- To liaise with parents to enable the effective operation of the Club
- If required take register of attendance/absence and other child records
- To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis
- To ensure confidentiality is maintained where appropriate
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with SBM
- Report inappropriate pupil behaviour and convey serious incidents to SENCO to be record on CPOMS
- Be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support equal opportunities policies.
- Contribute to the overall ethos/work/aims of the Academy.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To undertake any other duties as required that are commensurate with the job evaluation outcome for this post.

PERSON SPECIFICATION

| | Ess | Des | MOA |
|--|-----|-----|-----|
| EXPERIENCE | | | |
| Experience of working with or caring for children of relevant ages | * | | A |
| Experience of food preparation | | * | A |
| | | | |
| Knowledge/skills/abilities | | | A |
| Teaching Assistant Qualification Level 2 | * | | A |
| Ability to relate well to children | * | | A |
| Ability to keep records and undertake necessary administration | * | | A |
| Ability to work as part of a team | * | | A |
| Ability to manage resources | * | | A |
| Good communication skills (oral and written) | * | | A |
| Ability to maintain confidentiality | * | | A |
| Basic knowledge of First Aid | | * | A |
| Flexible attitude to work | | | A |
| Knowledge of safeguarding requirements | * | | A |
| | | | |
| | | | |
| BEHAVIOUR AND OTHER RELATED CHARACTERISTICS | | | |
| Commitment to self and team development | * | | A |
| Work in ways that promote equality of opportunity, participation, diversity and responsibility | * | | A |
| A commitment to abide by and promote Academy's Equal Opportunities, Health and Safety, and Child Protection Policies | * | | A |
| A professional responsibility to promote and safeguard the welfare of children and young people | * | | A |
| The post holder will require an enhanced DBS check | * | | C |

Key: MOD=Method of Assessment, Ess=Essential, Des=Desirable, A=Application, I=Interview and assessment, R=Reference, C=Certificate