



After School Club Assistant

Job Description & Person Specification

June 2026

Responsible to:
Review Date:

Headteacher
June 2027

Role Overview

To supervise, guide and assist children during After School club, so as to ensure the safety, general welfare and proper conduct of pupils at the end of the normal school day.

Key Accountabilities

1. To supervise, support and assist pupils undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
2. To ensure that the After School club is safe and support the manager to set-up and clear away the provision.
3. Comfort and supervise pupils who are ill or have had an accident, administering to their needs, as appropriate and referring to the nominated teacher and/or First Aider ensuring that accidents are recorded appropriately.
4. To be aware at all times of appropriate Health & Safety procedures and to apply the school's policies and procedures.
5. Undertake any other curricula duties which may reasonably be regarded as within the nature of the duties and responsibilities.
6. Maintain attendance registers, collect pupils from classrooms, and ensure safe handover to parents/carers.
7. Prepare and serve healthy snacks or light meals while adhering to food hygiene and allergy guidelines.

Person Specification

Education & Qualifications	Essential	Desirable
English and Maths (NVQ Level 2 in literacy and numeracy or equivalent qualification).		✓
Experience & knowledge		
Recent and relevant work experience with children	✓	
Knowledge of Child Protection and appropriate Health and Safety Regulations	✓	
Skills		
Ability to react quickly to events and/or incidents.	✓	
Ability to understand and follow relevant procedures e.g. health and safety, child protection (including issues regarding restraint), school behaviour policy.	✓	
Excellent interpersonal skills, with the ability to develop effective partnerships.	✓	
Trustworthy, honest and discrete, able to maintain confidentiality	✓	
Attributes		
Committed to the Mowbray Education Trust values and aims	✓	
Aware of and committed towards equal opportunities	✓	
Committed to own continual professional development	✓	
Other		
Is fluent in the use of the English language	✓	

All roles are subject to full pre-employment safeguarding checks; including an Enhanced DBS with Barred List check.