



Before school and After school Club worker

- Set Sail for Success -

Our Mission Statement

Our learning adventure will see each and every one of us thrive in God's love as we set sail for success.

Job Description

JOB TITLE: Before and After School Club Assistant

Hours: 07:30 – 08:30 and 15:00 – 16:00 5 days a week, term-time only

Salary: £24,796 FTE

Job Purpose

- To support the delivery of high-quality before and after-school care for pupils aged 4–11.
- To ensure a safe, nurturing, and engaging environment that supports pupils at the start and end of each school day.
- To promote pupils' wellbeing, behaviour, and personal development in line with the ethos and values of the school.
- To work collaboratively with colleagues to assist in the smooth running of the Before and After School Club.

Key Responsibilities Objectives

- To provide a safe, welcoming, and well-organised environment that assists in meeting pupils' needs before and after the school day.
- To ensure the After School Club offers stimulating, age-appropriate activities that promote independence, social development, and wellbeing.
- To model positive values and maintain high standards of behaviour and care.
- To maintain effective communication with parents and staff.

Principal Areas of Responsibility

- Supporting the daily running of the Before and After School Club, ensuring pupils are supervised and engaged.
- Helping to deliver a variety of enjoyable and developmentally appropriate activities for pupils.
- Ensuring all safeguarding procedures are followed, concerns recorded and communicated promptly to designated staff.
- Assisting in maintaining attendance registers, records, and risk assessments in line with school policies.
- Supporting staff with resources and supervision as directed.
- Preparing and serving breakfast in line with the school's food, allergy, and health and safety requirements.
- Liaising with teachers, support staff, and the school office to ensure smooth coordination of pupil needs.
- Ensuring the environment is clean, safe, and well resourced, and reporting or addressing any maintenance issues as needed.
- Communicating warmly and professionally with parents, responding to queries and sharing relevant information when appropriate.

Person Specification Qualifications and Training

- Food handling and hygiene certificate (or willingness to undertake training)
- First Aid qualification (or willingness to undertake training).

Experience

- Experience working with children aged 4–11 in an educational or childcare setting (desirable)
- Experience planning and delivering structured, age-appropriate activities for mixed-age groups.

Knowledge and Skills

- Strong organisational and time-management skills.
- Clear and confident communication skills with children, parents, and colleagues.
- Understanding of safeguarding and child protection procedures.
- Ability to manage behaviour positively and fairly, in line with the school ethos.
- Confident use of ICT for communication and record-keeping.

Personal Qualities

- Warm, nurturing, and committed to supporting young children's wellbeing.
- Pro-active, dependable, and able to work both independently and as part of a team.
- Calm, patient, and resilient, with the ability to manage a busy childcare environment.
- Positive, enthusiastic, and aligned with the values of the school.
- Flexible and adaptable, willing to support wider school activities where required.

Suitability to Work with Children

- A commitment to safeguarding and promoting the welfare of children.
- Ability to maintain appropriate relationships and boundaries with pupils.
- Emotional resilience in working with children, colleagues, and parents.

Additional Requirements

- Enhanced DBS clearance and satisfactory references.
- Commitment to upholding the school's safeguarding policies and procedures.