



After School Club Assistant

Candidate Pack

Location: St Mark's CE Primary School

Stockton-on-Tees

Start date: ASAP



A message from our Chair of Directors

Dear prospective applicants,

Thank you for taking the time to look at, and consider, applying to St Michael's C of E Primary School, part of One Excellence Multi Academy Trust.

I am proud to be the Chair of Directors of this inclusive, thriving school, where children are put at the forefront of every decision. Our strong team of leaders ensure that the school provides for children's individual needs as well as developing a robust team of teachers and support staff who are highly trained. St Mark's staff strive for an outstanding level of education every day, ensuring our pupils academic and pastoral needs are met.

As a church school we are strongly guided by our Christian vision and values. We welcome everyone into our school, all faiths and none, and are respectful of each person's individual beliefs and views.

I strongly encourage a visit to our wonderful school so that you can get a feel of the work that is undertaken daily. If you have any questions or queries, please do not hesitate to contact the school, or a member of the school team who will do everything they can to help.

Tom Cunningham



Our Trust

Since its formation in 2017 One Excellence Trust has grown to include four primary schools, all with thriving nurseries, providing education and opportunities for 1,050 students. As part of our Trust we incorporate one of the 36 DfE English Hubs and two EMS bases (one for communication and interactions and one for SEMH) and a community nurture hub. We pride ourselves on transforming education locally and regionally, with our schools and nurseries being at the heart of their local communities and are determined to raise standards of educational achievement to the very highest levels.

All of our schools are an integral part of their local communities and have a strong sense of identity. We value the contribution each of our communities make and the distinctive opportunities and diversity they offer to the Trust. Working in collaboration, we offer exceptional learning experiences to all of our children, so the children benefit from the strength that being part of the extended One Excellence family brings.

Our vision is to be an ambitious, inclusive, collaborative family of schools, ensuring excellence in education whilst celebrating individuality. We are passionate that as a family of schools we can provide a much better standard of education than working on our own. We know we improve more rapidly as a group of schools in a Trust than if we were a school on our own in an isolated position. This rapid improvement is not achieved at the expense of any school losing its own unique identity or its position within its community. Our academies have no motivation to all be the same. They are different in accomplishments and context but we share the same values and vision for our staff and students. Each academy is a driving force in its own right. By working collaboratively we've been able to create an effective and efficient organisation and business model that allows school leaders and teachers to focus all their attention on their pupils. We work together in a supportive network to evaluate, challenge and improve practice inside and outside of the classroom. We want our students to grow into fully equipped individuals who make meaningful contributions to society and our staff to reach their full professional potential.

We live in a world that requires our children to be prepared to think both critically and creatively, solve complex problems and to communicate well. Mastery of the basics: reading, writing and maths is our core purpose and this sits equal to ensuring our children have access to a high quality non-cognitive skills curriculum ensuring well-developed social and emotional skills.

You can find out more about our Trust by visiting <https://www.oneexcellence.co.uk/>



About Our School



At St Mark's we pride ourselves on striving for academic excellence, while maintaining an inclusive environment which allows all pupils to achieve. Our school welcomes everyone, as God does, and we are guided by our Christian values. As we are a church school, our faith is important to us, and we have strong links with the Durham Diocese.

We are a large, two form community school (PAN 420 plus nursery) based two miles away from Stockton town centre. Even though we are close to a large town, we are lucky to be surrounded by large fields which host outside play equipment and our Forest School area.

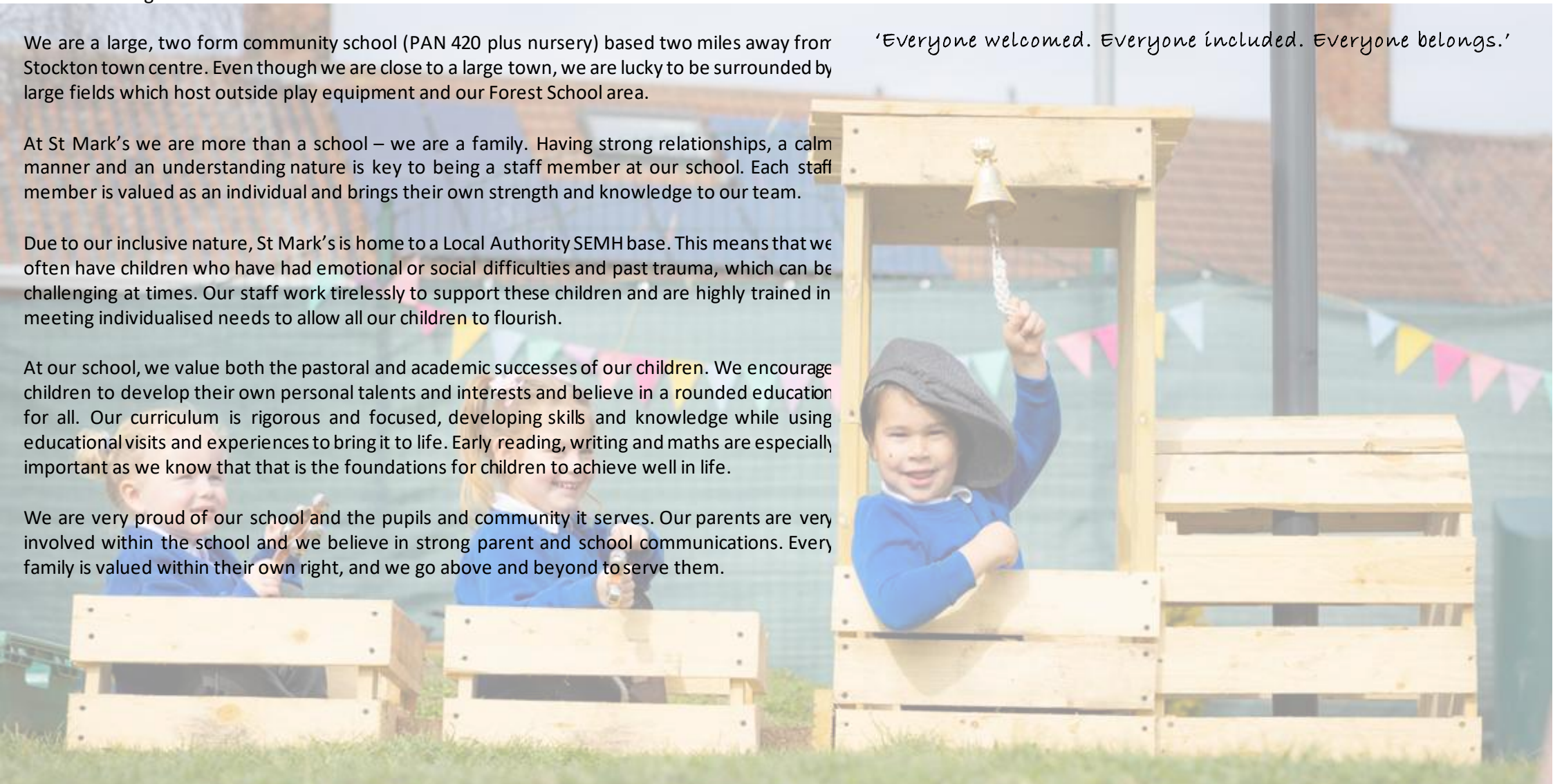
At St Mark's we are more than a school – we are a family. Having strong relationships, a calm manner and an understanding nature is key to being a staff member at our school. Each staff member is valued as an individual and brings their own strength and knowledge to our team.

Due to our inclusive nature, St Mark's is home to a Local Authority SEMH base. This means that we often have children who have had emotional or social difficulties and past trauma, which can be challenging at times. Our staff work tirelessly to support these children and are highly trained in meeting individualised needs to allow all our children to flourish.

At our school, we value both the pastoral and academic successes of our children. We encourage children to develop their own personal talents and interests and believe in a rounded education for all. Our curriculum is rigorous and focused, developing skills and knowledge while using educational visits and experiences to bring it to life. Early reading, writing and maths are especially important as we know that that is the foundations for children to achieve well in life.

We are very proud of our school and the pupils and community it serves. Our parents are very involved within the school and we believe in strong parent and school communications. Every family is valued within their own right, and we go above and beyond to serve them.

'Everyone welcomed. Everyone included. Everyone belongs.'



**JOB DESCRIPTION: After School Club
Assistant**

**SALARY: NJC Grade C, spinal point 3
Actual Salary - £7,051**

TYPE: 1 Fixed Term post until 31st August 2026

REPORTING TO: Headteacher





After School Club Assistant
Fixed Term Post until 31st August 2026

Job Description

Core Purpose

Main Purpose

Work under the direct instruction of the Headteacher, to supervise pupils during After School Club.

Core Qualities

The After School Club Assistant will have:

- A friendly, approachable and professional manner
- A calm approach
- A commitment to working as part of the whole school team and supporting the vision and aims of the school
- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
- Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners
- Ability to demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work
- Able to improve their own practice through observations, evaluation and discussion with colleagues.

Qualification, knowledge and skills

- Willingness to participate in relevant training and development opportunities
- First Aid training or willingness to undertake appointed person certificate in First Aid
- Child Protection training or willingness to undertake
- Ability to relate well to children and adults
- Ability to work effectively within a team environment, understanding classroom roles and responsibilities
- Ability to build effective working relationships with all pupils and colleagues
- Ability to promote a positive ethos and role model positive attributes
- Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate
- Ability to adapt own approach in accordance with pupil need
- Excellent communication skills
- Be able to maintain confidentiality
- Excellent listening skills
- The ability to manage behaviour of children in a positive and supportive manner
- Equal Opportunities and recognising the nature of the diverse school community

Additional requirements

Special Considerations

- You may be required to travel across Trust schools for training purposes

Duties and Responsibilities

Key Responsibilities and Duties:

- You will ensure every individual child's needs are met
- Ensure that the supervision of the children from your team is outstanding
- Deliver and assist the timetabled activities to a group of children from 3 to 5 years old
- Ensure staff to child ratios are always followed
- Manage the administration for the After School Club
- Manage the sign in and sign out process with parents and children
- Manage child behaviour in line with the school's Behaviour Policy
- Manage bookings and maximise places at the club with the administration team
- Follow all school policies – you need to know them, understand them and implement them
- Recording and reporting any safeguarding concerns to the Headteacher and following the safeguarding procedures and practices
- Ensure that appropriate risk assessments are in place, to keep children and staff safe
- Attend to any minor accidents sustained during the wraparound care, and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill during the wraparound care, and again seek appropriate assistance
- Report to the Head Teacher any acts that constitute serious infringements of school rules
- Work under the direction of the Headteacher
- Liaise effectively and professionally with staff; teachers and parents, as required

Support for the School:

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Note: This job description may be amended at any time in consultation with the post holder.

Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Appraisal

All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

Confidentiality

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imparted in the course of work and using school information assets.

Induction

The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Safeguarding:

One Excellence has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Equality and diversity:

One Excellence is committed to equality and diversity and will take action to discharge this responsibility. Many of the actions, however, will rely on individuals embracing their responsibilities with commitment to ensure a positive and collaborative approach to Equality and Diversity. This will require staff to support the Partnership's initiatives on Equality and Diversity which will include development and training designed to enhance practices and the experiences of staff, students and visitors to One Excellence and the schools within it, with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action being considered.

References will be requested prior to interview

DBS:

One Excellence is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Person Specification

Shortlisting is a 2-stage process

Applications are initially assessed against the following criteria:

1. Overall presentation and completeness of application
2. Use of standard English
3. Grammatical accuracy Applications that meet the initial criteria will be shortlisted against the Person Specification

The following Experiences /Qualifications/ Skills are essential (E) / Desirable (D)

Qualifications and Training	E	D
Experience within a school environment	✓	
Willingness to participate in relevant training and development opportunities	✓	
Basic skills/Induction	✓	
First Aid Training		✓
Child Protection/Safeguarding Training		✓
Food Hygiene Certificate		✓

Experience	E	D
Experience of Dealing with children in the early years	✓	
Experience of working in a school environment	✓	
Experience of working with children in a similar age group	✓	

Skills / Knowledge	E	D
Ability to relate well to children and adults	✓	
Good communication skills	✓	
Ability to work effectively as part of a team	✓	
Be able to maintain confidentiality	✓	
Good listening skills	✓	

The ability to organise activities for children, in conjunction with other staff in school	✓	
The ability to be proactive and ensure that children are safe and happy	✓	
Able to use own initiative	✓	
The ability to manage behaviour of children in a positive and supportive manner	✓	
An understanding of hygiene and good health	✓	
Relevant knowledge of First Aid		✓
Knowledge of child protection		✓
Knowledge of health and safety		✓
Equal opportunities and recognising the nature of a diverse school community		✓

Personal Attributes	E	D
Friendly, approachable and professional manner	✓	
Calm approach	✓	
A commitment to working as part of the whole school team and supporting the vision and aims of the school	✓	

Support for the School	E	D
Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person	✓	
Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop	✓	
Contribute to the overall ethos/work/aims of the school	✓	
Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils	✓	
Recognise own strengths and areas of expertise and use these to advise and support others	✓	
Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate		✓
Supervise pupils on out of school activities as required	✓	
Participate in training and other learning activities and performance development as required	✓	
Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time	✓	
Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.	✓	



If you wish to learn more about this exciting opportunity, would like an informal discussion or to arrange a visit to the school, please contact Stacey Rand, Headteacher on telephone number (01642) 580774.

Applicants should apply by using the following link: <https://mynewterm.com/jobs/144551/EDV-2026-SMCEPS-36258>

Closing date: Monday 23rd February 2026

Interview date: TBC