



RECRUITMENT PACK

Out of School Club Assistant

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WELCOME FROM SINEAD COLBECK, EXECUTIVE HEADTEACHER

Dear Applicant,

Thank you for your interest in joining St Augustine of Canterbury RC Primary School as an Out of School Club Assistant, working 6 hours per week. I hope you find the information in this recruitment pack both informative and inspiring.

We are looking for someone who can provide a high standard of physical, emotional, social and intellectual care for the children placed in the Out of School Clubs and can assist the Club Manager to create high-quality play opportunities within a safe and caring environment.

With the Catholic faith permeating all aspects of school life, we endeavour to provide a safe, secure, creative and inspiring environment for our children. You would become part of a caring Catholic community with a supporting and hardworking team along with opportunities for CPD and training.

At St Augustine of Canterbury Roman Catholic Primary School, we are committed to safeguarding and promoting the welfare of children and young people. All stakeholders must share this commitment.

We look forward to receiving your application.

Yours faithfully,

Sinead Colbeck

WELCOME FROM JOHN HAWORTH, CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in joining our team at St Augustine of Canterbury RC Primary School. We are delighted that you are considering applying for this role and warmly welcome you to learn more about what makes our school such a special place to work.

Our school is a happy, nurturing, and faith-centred community where every member is valued.

We are proud to offer a high-quality, inclusive education within a caring and supportive environment. Our staff are dedicated professionals who work together to create an exciting curriculum and outstanding learning experiences. The school's positive inspection feedback reflects the commitment and hard work of our whole school community.

As part of the Romero Catholic Academy Trust, we are guided by our patron saint, St Oscar Romero who encouraged us to "Aspire not to have more, but to be more", placing Gospel values at the heart of school life. Our Catholic identity shapes the way we teach, learn, and care for one another. Religious Education is central to our curriculum, and we strive to nurture children who are not only academically capable but also compassionate, confident, and ready to take their place in the world.

We hope this job pack gives you a clear sense of who we are and what we stand for; We would warmly encourage you to visit school to see for yourself what we are all about and look forward to receiving your application.

We look forward to seeing you.

Yours faithfully

John Haworth

JOB ADVERT

OUT OF SCHOOL CLUB ASSISTANT

FIXED-TERM / TERM TIME

GRADE 3, SCP 3 - 4 £24,796 - £25,185 FTE, (£3,399.97 - £3,453.30 PRO-RATA)

6 HOURS PER WEEK, 3:30 PM – 5:30 PM 3 DAYS (TBC)

FIXED TERM BETWEEN 1ST SEPTEMBER 2026 AND 31ST AUGUST 2027

RESPONSIBLE TO: OUT OF SCHOOL CLUB MANAGER AND SLT

MAIN LOCATION: ST AUGUSTINE OF CANTERBURY RC PRIMARY SCHOOL

REQUIRED TO COMMENCE 2ND NOVEMBER 2026

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St Augustine of Canterbury RC Primary School, are seeking to recruit an Out of School Club Assistant who can provide a high standard of physical, emotional, social and intellectual care for the children placed in the Out of School Clubs and can assist the Club Manager to create high quality play opportunities within a safe and caring environment.

The successful applicant should be experienced in working and caring for children, with strong communication and organisation skills, the ability to relate well to children and work as part of a team, and a commitment to safeguarding and promoting the welfare of children and young people.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on 01282 426938 or sbm@st-augustines.lancs.sch.uk.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Friday 18 th September 2026
Shortlisting Date	Tuesday 22 nd September 2026
Interview Date	Thursday 8 th October 2026

OUT OF SCHOOL CLUB ASSISTANT

JOB DESCRIPTION

JOB PURPOSE

Under clear direction, to support the Club Manager to create high-quality play opportunities within a safe and caring environment. To provide a high standard of physical, emotional, social and intellectual care for the children placed in the Club, including those with special needs. To assist the Club Manager in ensuring the EYFS requirements are met and to be involved in basic record keeping and supporting Club activities.

Main Duties and Responsibilities

Your duties and responsibilities will include:

OUT OF SCHOOL CLUBS

- To supervise and interact with children undertaking planned activities
- To support children in areas of personal hygiene, such as toileting and changing nappies, washing and changing, supporting and encouraging toilet training and good personal hygiene skills and routines
- To assist in the development of independent social skills
- To report a child's problems/achievements to the Club Manager/parents as necessary
- To assist the children in the proper use of specialist aids and equipment
- To assist in the supervision of integrated therapy for an individual/small group of children
- To accompany children on educational visits
- To administer basic/paediatric first aid where appropriately trained
- To assist in the specific medical/care needs of pupils when specific training has been undertaken
- To undertake duties such as preparing snacks, cleaning Club room and toys, tidying up, etc
- To assist with maintenance of Club equipment, ensuring it is kept in a clean and tidy condition and reporting damages
- To undertake photocopying and routine clerical duties
- To report child absence using the Club's procedures
- To communicate effectively with parents on a regular basis and report any information from parents as required
- To take care for their own and other people's health and safety
- To ensure confidentiality is maintained where appropriate
- To follow the safeguarding policies and procedures at all times
- To support children in an attachment and trauma sensitive way, understanding their experiences and barriers
- To ensure following all policies and procedures at all times

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.



OUT OF SCHOOL CLUB ASSISTANT

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications and Training		
Relevant Child Care qualification (or equivalent)	D	A / C
Knowledge and Experience		
Experience of working with or caring for children of relevant age	E	A / I / R
Knowledge of the concept of confidentiality	E	A / I / R
Basic knowledge of First Aid	E	A / C
Ability to use relevant technology (e.g. video, photocopier)	E	I
Skills and Abilities		
Ability to relate well to children	E	A / I / R
Ability to work as part of a team	E	A / I / R
Ability to organise resources	E	A / I / R
Personal Qualities		
Good communication skills (oral and written)	E	A / I / R
Flexible attitude to work	E	I / R
Commitment to the Trust's ethos and values	E	A / I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	School Operations Manager	Date: June 2026

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.



OUT OF SCHOOL CLUB ASSISTANT

HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Claire Wright on 01282 426938 or sbm@st-augustines.lancs.sch.uk

Full details are available from the 'My New Term' website [Education Job Search | Find Teaching, Leadership & School Support Jobs](#)

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