

St Mark's Church of England Primary School

**After School Club Assistant (fixed term contract until 31st August 2026)
Grade C, Spinal Point 3 (actual salary £7,051)
3.00pm to 5.30pm (12.5 hours), Monday to Friday, Term Time only.**

One Excellence Multi Academy Trust is a Multi Academy Trust made up of four schools. The Trust was founded in July 2017, and is a mixed Multi Academy Trust. The vision and rationale behind the wider partnership are based on shared values and aspirations, a strong sense of community identity and values of inclusion and aspiration for all.

One Excellence Multi Academy Trust believes in supporting and investing in its staff and has a structured health and well-being programme. The programme includes physiotherapy, nurse support service and drop-in clinic, counselling, mindfulness sessions, weight management, stress awareness, GP consultations and private medical operations if required. We are also keen for staff to be able to reach their full potential and offer a range of professional development opportunities in all areas of education, nurturing and leadership.

St Mark's Church of England Primary School require an After School Club Assistant to support children with wraparound care. We can offer a supportive team environment and ongoing professional development. We can also offer you the experience of working with our wonderful children.

At St. Mark's, every child is distinct in their own way, and we want their primary education to be as distinct as them and certainly a chapter of their lives that they will remember. We want each child to strive for academic success in all areas, by generating a real love for learning and offering them experiences that allow them to understand the world around them. We want them to be able to have these experiences the whole time they are in our care. You will have experience working with children; this may be within a school or childcare setting. You will have strong teamwork skills, be caring, self-motivated and patient.

An After School Club Assistant needs to ensure that all our children have a meaningful after school club experience every day:

- Create a safe and stimulating environment providing social, active and creative play experiences for all
- Ensure that children remain within a safe environment, and that they play safely
- Set suitable behaviour standards in line with school policy
- Help children acquire social skills
- Attend to minor accidents, and seek appropriate assistance if necessary
- Attend to any pupil who becomes ill, and again seek appropriate assistance
- Report to the Head Teacher/Senior Supervisor any acts that constitute serious infringements of school rules
- Work under the direction of the teaching staff
- Liaise effectively and professionally with staff; teachers and parents, 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.

Disclosure: We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful applicant will be subject to enhanced clearance through the Disclosure and Barring Service. We are an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community. Applicants with disabilities will be invited for interview if the essential job criteria are met. Where our roles are customer facing and you are required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Posts are subject to a satisfactory DBS, reference checks and social media checks and are not open to anyone on the DBS Barred List.

If you think this post is for you, please contact Stacey Rand, Headteacher, on (01642) 580774 for an informal discussion.

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