



TUDOR GRANGE PRIMARY ACADEMY HOCKLEY HEATH AFTER SCHOOL CLUB ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: After School Club Assistant

Location: Tudor Grange Primary Academy Hockley Heath

Reports To: Before and After School Club Manager and Principal

Salary: £5,447 actual

Contract type: Permanent, Part-time

Hours: Monday, Tuesday, Wednesday & Friday = 9hrs per week/39 weeks per year

Start date: September 2026

DBS Check: An enhanced DBS check is required for this role

TUDOR GRANGE PRIMARY ACADEMY HOCKLEY HEATH - WHO ARE WE?

We are a single form entry primary school in the heart of Hockley Heath. The before and after school club is on the school site and is very much a part of our school setting. We have a very supportive community around us including a warm and friendly set of staff and a helpful and involved governing body. We have recently joined Tudor Grange Academies Trust (1.1.22).

Our children are truly the best that we could hope to work with and we consider ourselves lucky to be able to say that we are the ones that get to work with them.

Our combined vision is to provide children with a safe and creative environment where they have the confidence to be themselves and enjoy a range of activities.

We look forward to receiving your application and potentially welcoming you into our school and the Trust 'family'.

MAIN JOB PURPOSE

- To be part of a team in delivering a high quality childcare service to meet the needs of our children and families
- Share in the school's positive ethos and core values

Please note that the job description may be amended at any time following discussion between the Principal and the member of staff.

DUTIES AND RESPONSIBILITIES

- To assist with the preparation and setting up of planned activities
- Actively engaging and playing with children, supporting and encouraging them to participate in activities in a professional and inclusive manner
- To encourage the children to be involved in initiating their own ideas and activities
- To use initiative in developing the club environment including displaying children's work
- To complete day-to-day administration and record keeping where appropriate
- To help create and promote a warm and welcoming environment for the children
- To promote positive and inclusive partnerships with parents, school staff and colleagues
- Assist with the set-up, preparation and serving of snacks and drinks
- To model and encourage fair and caring behaviour amongst the children

- To work together as part of a supportive and friendly team
- Administer first aid when necessary
- To be responsible for promoting and safeguarding the welfare of the children
- To work within school policies and procedures and to promote good practice in an inclusive and professional manner
- Undertake any appropriate or additional training

The staff member will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications and experience	Experience of working with 3-11 year olds Level 3 qualified (minimum)	Current first aid qualification Food hygiene certificate Appropriate child protection training
Knowledge and skills	Able to provide and facilitate safe and creative play Good communication skills and ability to build professional relationships with parents, staff and children Ability to work as a part of a team Able to safeguard pupils and acting to address any concerns to the Manager and Leadership team Knowledge of child development and learning	
Personal qualities	Approachable, calm and friendly Team player, enthusiastic Proactive and able to use own initiative	Willing to be flexible and able to cover other staff if needed