

After-School Club Assistant

St Aidan's VC Primary School — Recruitment Pack

About St Aidan's

St Aidan's VC Primary School is an inclusive church school where diverse strengths and cultures are recognised and every pupil is nurtured to be ambitious, resilient and curious. We welcome applicants who share our values: **Together, Kind, Strong.**

Successful candidates will be genuinely committed to safeguarding, to building warm and respectful relationships with pupils and families, and to creating an after-school environment where every child feels they belong.

The role at a glance

We are recruiting up to three After-School Club Assistants. All posts carry equal responsibility.

Post	Hours	Additional note
ASC Assistant	3.00 pm – 6.00 pm (term-time + inset days)	Arrives at 3.00 pm to set up the environment and resources before the club opens.

Responsible to	Head of School and Executive Headteacher
Contract	One Year Fixed Rate
Salary	Scale 1b
Start date	1 st September 2026
DBS requirement	Enhanced DBS with children's barred list check

What we are looking for

We are looking for enthusiastic, warm and reliable people to join us as equal members of our after-school team. Post-holders will be expected to contribute ideas, take ownership of the club's quality and share responsibility for what happens each session.

At 3.00 pm post-holders arrive to set up the space and resources, ensuring the club is ready and welcoming before children arrive. From 3.20 pm practitioners work alongside each other - leading activities, supporting children and making decisions together.

How the team operates

Whilst day-to-day organisation including payments, resource ordering and administrative processes will be managed by the school office, the Assistants are expected to work in close partnership with the office team. This means communicating resource needs clearly and in good time, contributing to planning discussions, and ensuring that the practical and pastoral sides of the club are properly joined up.

Post-holders will also liaise directly with parents and carers at handover and, where appropriate, with providers of other extra-curricular clubs running on site, to ensure a smooth, consistent and safe experience for all children.

Main purpose of the role

To provide safe, inclusive, stimulating and high-quality after-school provision for primary-aged pupils. Working as an equal team, assistants will contribute to planning the programme, delivering activities, maintaining the environment, communicating with families and upholding the school's standards for safeguarding and wellbeing.

Key responsibilities

These responsibilities apply equally to ALL post-holders.

1. Environment and set-up

- Set up the club space and all resources so that the environment is safe, stimulating and welcoming before children arrive.
- Maintain a tidy, well-organised and inviting space throughout the session and clear resources away at the end.
- Contribute ideas for how the space and resources can be developed and improved; share suggestions with colleagues and the school office.

2. Programme planning and activity delivery

- Jointly plan a weekly programme of active play, creative activities and quieter time, ensuring variety and balance across the week.
- Adapt activities so that every child — including those with SEND or EAL — can participate meaningfully alongside their peers.
- Respond flexibly to children's interests and energy levels, adjusting the programme on the day when needed.

3. Safeguarding and behaviour

- All post-holders are equally responsible for following school safeguarding procedures and reporting any concerns immediately to the Designated Safeguarding Lead (DSL).
- Apply positive, consistent behaviour strategies in line with school policy; support each other in managing incidents calmly.
- Maintain safe supervision.

4. Communication with families and other providers

- Greet and communicate with parents and carers at the end of each session; provide clear, warm and accurate handovers.
- Pass on any relevant information from parents to colleagues and, where appropriate, to teaching staff.
- Liaise with providers of other extra-curricular clubs operating on site to ensure arrangements are coordinated and children are safely accounted for.

5. Liaison with the school office

- Communicate resource needs, planned activities and any operational requirements to the school office clearly and in good time.
- Work with the office on processes such as resource ordering, attendance and any fee-related queries, ensuring a joined-up approach.
- Flag any concerns or changes that the office or senior leadership need to be aware of promptly.

6. Health, safety and first aid

- Carry out and record daily equipment and environment checks; report any hazards immediately.
- Administer minor first aid if trained; record all incidents and inform parents or carers in line with school policy.
- Follow individual care plans and medication records for pupils with additional needs.

7. Record-keeping and administration

- Keep accurate registers on arrival and departure of all children.
- Maintain clear and accurate incident and communication records as required.

8. Professional development and teamwork

- Attend team briefings, training and relevant school staff meetings as required.
- Reflect together on what is working well and what could be improved; bring ideas to the table as equal contributors.
- Act as positive role models for all pupils, upholding the school's values at all times.

Person specification

Applications will be assessed through the application form, references and interview, including safeguarding scenario and competency questions.

	Criteria
Essential	Experience of working with children in a school, nursery, playwork or out-of-school setting.
	Understanding of safeguarding responsibilities and commitment to following school policies.
	Ability to contribute ideas and take shared ownership of a programme — a team player in the fullest sense.
	Good communication skills with children, parents, colleagues and other professionals.
	Reliable, punctual and adaptable; able to work independently as well as collaboratively.
	Commitment to inclusion and to adapting activities for children with SEND or EAL.
Desirable	First aid qualification or genuine willingness to undertake training.
	Experience supporting children with SEND or EAL.
	Relevant childcare or playwork qualification (NVQ Level 2 or equivalent).
	Experience liaising with parents, carers or external providers.

Employment notes

- Posts are subject to an enhanced DBS check and children's barred list check under Keeping Children Safe in Education.
- Two satisfactory references will be required, one from your current or most recent employer.

Safeguarding commitment

St Aidan's is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check (including the children's barred list), satisfactory references, evidence of right to work in the UK and all other checks required under Keeping Children Safe in Education. We expect all staff to share this commitment.