Job Description

Post Title

After School Club Assistant

School

Shalfleet CE Primary School

Responsible To

After School Club Leader / Headteacher

Job Purpose

To support the provision of a safe, inclusive, stimulating and enjoyable after-school club for pupils attending Shalfleet CE Primary School. The role involves supervising and engaging children in a range of activities, promoting their welfare and development, and ensuring that safeguarding and health and safety requirements are met at all times.

The postholder is expected to actively support the school's Christian vision and values along with the Conscious Community ethos and contribute positively to the wider life of the school.

Main Duties and Responsibilities

Supporting Children

- Supervise children attending the after-school club in a safe, caring and nurturing environment.
- Plan, prepare and participate in a range of age-appropriate activities including creative, sporting, social and recreational opportunities.
- Encourage positive behaviour and promote good relationships between children.
- Support children's emotional wellbeing, confidence and independence.
- Ensure children are treated with dignity, respect and fairness at all times.
- Promote inclusion and equal opportunities for all children.

Supervision and Care

- Maintain appropriate supervision levels at all times.
- Ensure all children are accounted for during club sessions.
- Follow collection procedures and ensure children are only released to authorised adults.

- Administer basic first aid within training and school procedures.
- Support children with individual needs in accordance with school policies and care plans.

Health and Safety

- Maintain a safe environment for children, staff and visitors.
- Carry out routine checks of equipment and resources used by the club.
- Report hazards, accidents, incidents and concerns promptly.
- Follow all school health and safety procedures, risk assessments and emergency arrangements.
- Support safe food preparation and hygiene practices where refreshments are provided.

Team Working

- Work effectively as part of the After School Club and wider school team.
- Attend meetings and training as required.
- Build positive relationships with parents, carers, staff and external professionals.
- Support the school's ethos, policies and procedures.

General

- Undertake other duties commensurate with the grade and nature of the post as reasonably required by the Headteacher.

Safeguarding Responsibilities

Shalfleet CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

In accordance with **Keeping Children Safe in Education (KCSIE) 2026**, safeguarding is everyone's responsibility, and all staff have a duty to protect children from harm and act in the best interests of the child.

The postholder must:

- Read and comply with Part One of **Keeping Children Safe in Education (KCSIE) 2026** and all school safeguarding policies.
- Promote and safeguard the welfare of all pupils.
- Be alert to signs of abuse, neglect, exploitation, radicalisation, child-on-child abuse, online harm and contextual safeguarding concerns.
- Maintain a child-centred approach and understand that "it could happen here."
- Report any safeguarding concern immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.

- Record safeguarding concerns accurately and promptly using school procedures.
- Understand the school's safeguarding systems and reporting arrangements.
- Attend safeguarding, child protection and online safety training as required.
- Understand professional boundaries and maintain appropriate conduct at all times.
- Report concerns or allegations regarding adults working within the school in accordance with the school's safeguarding procedures.
- Contribute to creating a culture where children feel safe, valued and listened to.

Person Specification

Essential Criteria

Qualifications

- Good standard of literacy and numeracy.
- Relevant childcare qualification or willingness to undertake training.

Experience

- Experience of working with children, either in a paid or voluntary capacity is desirable.
- Experience of working effectively as part of a team.

Knowledge

- Understanding of the needs of primary-aged children is desirable.
- Willingness to follow behaviour management strategies appropriate to primary-aged children.

Skills and Attributes

- Excellent communication and interpersonal skills.
- Positive, caring and patient approach to children.
- Ability to build effective relationships with children, staff and parents.
- Reliable, punctual and organised.
- Able to work using own initiative and as part of a team.
- Flexible and willing to undertake training.

Desirable Criteria but not Essential

- Paediatric First Aid qualification.
- Experience within a school, childcare, sports coaching or play work setting.
- Relevant childcare, play work or teaching assistant qualification.
- Understanding of special educational needs and disabilities (SEND).

Safer Recruitment

This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974.

The successful applicant will be required to:

- Complete an enhanced Disclosure and Barring Service (DBS) check with children's barred list check.
- Provide satisfactory references.
- Satisfactorily complete all pre-employment checks in line with KCSIE 2026 and the school's Safer Recruitment procedures.
- Social Media checks will be completed upon application.
- Write to work documentation required.

Shalfleet CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community.