



ST JOHN'S SCHOOL
A MERCHANT TAYLORS' SCHOOL

Application Pack: After School Club Assistant

Welcome

Thank you for your interest in the role of **After School Club Assistant** at St John's School, Northwood. We are looking for a caring and enthusiastic After School Club Assistant to join our team. You will help create a warm, safe, and welcoming start to the day for our pupils aged 3-11, supporting the smooth running of the club. This is a permanent position, commencing **January 2026**.

Your responsibilities will include supervising children during play and structured activities, supporting positive behaviour, assisting with snacks, and helping to set up and clear away resources. You will work closely with the After School Club Supervisor and school staff to create a welcoming environment where children can relax, have fun, and develop new skills. Experience working with children in an educational or childcare setting is essential, and a relevant childcare qualification (minimum Level 3 CACHE qualification or equivalent) is required.

This is a **permanent role, Term Time only** with holiday club availability, commencing **January 2026**. The hours of work are from **3:00 pm – 6:00 pm, Monday to Friday, 15 hours per week** plus additional hours as required. **£18-£22 per hour**. Job share/split days applications are welcome.

School Overview and What We Offer

St John's is an independent boys' Pre-Prep and Preparatory School for pupils aged three to thirteen years, with approximately 300 boys on roll. Founded in 1920, the school is owned by the Merchant Taylors' Educational Trust and is situated on a beautiful 35-acre site in Northwood, Middlesex, offering an exceptional environment for teaching and learning.

As a school, we are committed to the development of the whole child—intellectually, morally, socially, and physically.

What We Offer

- A warm, supportive, and well-resourced environment in which to develop your career.
- The opportunity to work with children across EYFS, KS1, and lower KS2 within our thriving wrap-around care provision.
- Training, mentoring, and professional development opportunities.
- A generous pension package.
- On-site parking.



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The Role: After School Club Assistant

Reports to: After School Club Supervisor

Job Purpose

- To support the delivery of high-quality after school care for pupils aged 3–11.
- To ensure a safe, nurturing, and engaging environment that supports pupils at the end of each school day.
- To promote pupils' wellbeing, behaviour, and personal development in line with the ethos and values of St John's School.
- To work collaboratively with colleagues across the school to assist in the smooth running of the After School Club.

Key Responsibilities

Objectives

- To provide a safe, welcoming, and well-organised environment that assists in meeting pupils' needs after the school day.
- To ensure the After School Club offers stimulating, age-appropriate activities that promote independence, social development, and wellbeing.
- To model positive values and maintain high standards of behaviour and care.
- To maintain effective communication with parents, staff, and senior leaders.

Principal Areas of Responsibility

- Supporting the daily running of the After School Club under the direction of the Supervisor, ensuring pupils are supervised and engaged.
- Helping to deliver a variety of enjoyable and developmentally appropriate activities for pupils aged 3–11.
- Ensuring all safeguarding procedures are followed and concerns recorded and communicated promptly to designated staff.
- Assisting in maintaining attendance registers, records, and risk assessments in line with school policies.
- Supporting staff with resources and supervision as directed.
- Preparing and serving snacks in line with the school's food, allergy, and health and safety requirements.
- Liaising with teachers, support staff, and the school office to ensure smooth coordination of pupil needs.



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- Ensuring the After School Club environment is clean, safe, and well-resourced, and reporting or addressing any maintenance issues as needed.
- Communicating warmly and professionally with parents, responding to queries and sharing relevant information when appropriate.
- Contributing to the wider school community where required and supporting school events as appropriate.

Person Specification

Qualifications and Training

- Minimum Level 3 CACHE qualification (or equivalent).
- Evidence of recent and relevant professional development.
- Paediatric First Aid qualification (or willingness to undertake training).

Experience

- Experience working with children aged 3–11 in an educational or childcare setting.
- Experience supporting or assisting staff within a childcare or school environment (desirable).
- Experience planning and delivering structured, age appropriate activities for mixed-age groups.
- Experience in an independent or prep school setting (desirable but not essential).

Knowledge and Skills

- Strong organisational and time-management skills.
- Clear and confident communication skills with children, parents, and colleagues.
- Understanding of safeguarding and child protection procedures.
- Ability to manage behaviour positively and fairly, in line with school ethos.
- Confident use of ICT for registers, communication, and record-keeping.

Personal Qualities

- Warm, nurturing, and committed to supporting young children's wellbeing.
- Pro-active, dependable, and able to work both independently and as part of a team.
- Calm, patient, and resilient, with the ability to manage a busy childcare environment.
- Positive, enthusiastic, and aligned with the values of St John's School.
- Flexible and adaptable, willing to support wider school activities where required.



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Suitability to Work with Children

- A commitment to safeguarding and promoting the welfare of children.
- Ability to maintain appropriate relationships and boundaries with pupils.
- Emotional resilience in working with children, colleagues, and parents.

Additional Requirements

- Enhanced DBS clearance and satisfactory references.
- Commitment to upholding the school's safeguarding policies and procedures.

How to Apply

To apply for this position in confidence, please submit the following documents:

1. A completed application form
2. A covering letter outlining your suitability and enthusiasm for the role
3. A completed equal opportunities monitoring form

Documents and full details can be found on our website: <https://www.st-johns.org.uk/about-us/staff-vacancies/>.

Closing Date: **9am on Friday 28th November 2025**

Interviews: **week commencing 1st December 2025**

Start Date: **January 2026**

Applications should be addressed to headsea@st-johns.org.uk

Contact and Visits

We warmly welcome potential applicants to visit the school or arrange a conversation before applying. For enquiries or to arrange a visit, please contact headsea@st-johns.org.uk.