



## ST JOHN'S SCHOOL

### Job Description

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| <b>FUNCTION:</b>  | Support Staff                |
| <b>JOB TITLE:</b> | After School Club Assistant  |
| <b>REPORT TO:</b> | After School Club Supervisor |

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#### 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.
- 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.

### **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.