



AFTER SCHOOL CLUB ROOM LEADER REQUIRED FROM SEPTEMBER 2025

The Role

Join our vibrant Junior After School Club team and work alongside passionate individuals to create a fun and nurturing environment for our youngest pupils, from Reception to Year 2.

As a key member of our team, you will oversee the running of our three After School Club rooms, a vital part of our wrap-around care, offering a safe and secure space where children can explore and learn in a supportive setting.

Come and be a part of something special and make a positive impact on the lives of our young learners!

Reporting to: Head of Junior School

Hours of work: 15:30 – 18:30, Monday to Friday during term time.

Responsibilities:

- Actively and enthusiastically assist the After School Club team in providing a safe, inclusive and fun environment, where all children can thrive.
- Assist with the children's transitions from school to the after-school club, ensuring they are settled and engaged in activities.
- Help set up, organise, and deliver a variety of activities daily, and proactively encourage children to participate.
- Be aware of any children with individual needs, including physical, behavioural, and dietary. Promoting acceptance and inclusion within the club.
- Develop strong relationships with all children at the After School Club, ensuring every child has as much fun as possible.
- Assist in the serving and tidying away of tea, ensuring that food and hygiene standards are met. Encourage good manners
- Develop a thorough understanding of school policies and procedures, including safeguarding.
- Ensure the After School Club areas are left clean and tidy at the end of each day.

Key Duties:

- Print daily registers and distribute to the After School Club rooms.
- Organise cover and re-rooming as needed with the support of the Junior Leadership Team.
- Liaise with members of the catering staff, maintenance team and any other sports and music clubs/activities at the end of the school day.
- Ensure first-aid kits are kept stocked in conjunction with the school nurse.
- Ensure staff are aware of pupils dietary, medical and behavioural needs.
- Organise resources for seasonal activities and arts & crafts activities.

Requirements:

- Essential: Childcare Level 3 or above.
- Desirable: Paediatric First-Aid certificate.
- The ideal candidate should have experience of working with children aged between 4-11 years old.
- Be able to motivate and encourage pupils in a fun and engaging way.
- Effectively communicate with staff, parents or carers.
- Be reliable, patient and caring.
- Full training and induction provided to all After School Club staff.
- Join us in creating an engaging and supportive environment where children can thrive!

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection (Safeguarding) Policy & Safeguarding Guidance at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designed Safeguarding Lead or to the Principal.