

Job Description

Post: Afterschool Club Assistant

School: Chorleywood Primary School

Pay Range: H2.1 (£24,027 FTE) – H2.3 (£24,790 FTE); pro rata

Hours: Total 6.25 hours / week term time only

Afterschool Club 15.00 – 18.00 either Monday to Friday or Monday to Thursday (12 – 15 hours per week)

Start date: September 2025

PURPOSE OF JOB

To work with other wraparound staff to provide a welcoming, nurturing and supportive environment to meet the children's individual needs. To ensure that all safeguarding policies and risk assessments are followed.

To implement, daily, priorities set by the Wraparound Leader.

Main Responsibilities

- To follow procedures and policies that are in place.
- The ability to work with a team to create outstanding wrap around care provision.
- Help plan and implement a range of activities in which the children's interests are maximised.
- Be prepared to work flexibly when possible to ensure the smooth running of the club.
- To help prepare nutritious, healthy and balanced meals.
- The ability to establish positive relationships with children, parents and the team.
- Able to model effective practice with children.
- Promote positive pupil behaviour in line with school policies and help plan activities to motivate the children.
- To report any safeguarding concerns as set out in the school's policies.
- Prepare and clear up learning environment and resources and contribute to maintaining a safe environment.

Additional Information

The job holder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policy and practice.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Knowledge <ul style="list-style-type: none">• NNEB/NVQ level 2 (or equivalent) in childcare is highly desirable• Previous experience of providing care and planning activities within a childcare setting is desirable• Knowledge of child development and role play• Basic knowledge of ICT• Awareness of Health, wellbeing and safety in a care setting• Food Hygiene training or commitment to undertake training• Awareness of keeping children safe and undertake safeguarding training• Awareness of Data protection and confidentiality• First Aid or commitment to undertake training• Understanding of the Schools ethos and values	Competencies <ul style="list-style-type: none">• Problem solving strategies• Team working skills• Interpersonal skills including the ability to develop effective relationships with children, staff and parents• Active Listening• Highly motivated• Resilient• Sensitive and demonstrates empathy• Good communication and written skills
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