



## Extended Day Afterschool Club Assistant

**Post Title:** Extended Day Afterschool Club Assistant

**Reporting to:** Afterschool Club Supervisor

**Hours:** Monday to Friday, 3.00pm – 6.00pm, 15 hours per week/38 weeks per year

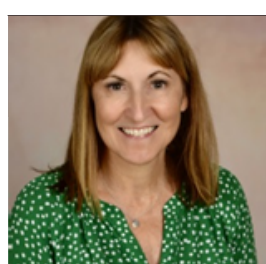
**Contract type:** Fixed term until end of July 2026

**Salary:** Grade C £24,405 - £25,430 pro rata per annum (Actual salary £8,246 - £8,705 per annum)



To foster a safe environment where everyone flourishes to make a difference to themselves and others





## LETTER FROM THE HEADTEACHER

Dear Applicant,

Thank you very much for the interest that you have shown in our position at Sun Hill Junior School. The successful candidate will have an important contribution to make to our ambitious and hardworking School, and I hope that you will find the enclosed information helpful. We are a two form entry, semi rural school, situated in the beautiful Hampshire country side and are a sponsored academy and part of The Perins Multi Academy Trust.

As a School we are continually working to improve the experiences that we offer our children. Our team are extremely dedicated and invested in delivering the highest quality teaching as well as nurturing the individual. We believe it is crucial that we work together, in partnership, to ensure that our pupils get the very best from their time at Sun Hill Junior School.

Our goal is to open opportunities for our children through an exciting curriculum which we are continually developing, in a safe and supportive environment. We want the children to engage in their learning and continue to be happy and successful learners who are equipped with the skills they need for their futures.

Our Vision and Values:

As a School we are passionate about giving our children a love of learning. Through our STARS learning values we aim to develop each child's strengths but also help them achieve in areas they find challenging. We encourage these behaviours with all the members of our school community in order to establish a culture that is inspirational to all that visit and work with us.

I very much look forward to receiving your application and would be happy to welcome you to the school to have a look around before you make your application.

Yours sincerely

Sue Griffiths  
Headteacher





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There is a happiness around this school. Pupils are eager to learn and find out new knowledge.

**Ofsted.  
Sun Hill Junior School.**



## ROLE OVERVIEW

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The Afterschool Club Assistant will assist the Afternoon Supervisor with the day-to-day delivery of the Out of School Club service for children, ensuring that they are well cared for and can develop personally, socially and educationally in a safe, caring and challenging environment. The Out of School Club service may be available before and/or after school and/or during the school holiday periods.

### **Key Responsibilities:**

- Assist in the day to day running of the Afterschool provision ensuring that the service meets the care, play and educational needs of the children effectively and efficiently, as well as satisfying government guidelines.
  - Set-up play equipment, ensuring that it is in good and usable condition, and inform the Supervisor of any problems.
  - Prepare rooms and resources as assigned by the Supervisor. Attend to daily duties and ensure that play equipment and materials are cleared away and safely stored at the end of each session.
  - Prepare food as required and assist children with the selection and distribution of refreshments. Ensure food, hygiene and allergy procedures are followed and catering equipment and its storage are in good and usable condition, and inform the Supervisor of any problems.
  - Ensure the safe storage of play and provision equipment, adhere to Health and Safety requirements.
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- Undertake the care and welfare of the children as required. Provide an effective, efficient and consistent service ensuring best practice across the setting.
- Provide a balanced, stimulating, secure and safe play programme and creative activities suited to the age ranges, learning needs and abilities of the children using the service and engage those children in the planned activities.
- Escort children to and from the school/agreed point/classrooms and ensure safe delivery to the parents/named carers.
- Administer First Aid when required and be aware of the medical conditions of children in attendance. Record all instances, treatment and medication use on the appropriate system.
- Establish and maintain effective working relationships with parents/named carers and other childcare agencies/groups, responding to routine queries when raised.
- Manage children's' behavioural problems in accordance with the school behaviour management policies and procedures, and liaise with parents/named carers as necessary.
- Maintain an awareness of safeguarding responsibilities and report any concerns, ensuring they are recorded appropriately.







## Person Specification and Qualifications:

**Requirement** – E- Essential D – Desired

**Evidenced By** - A – Application, I – Interview, R – Reference, T – Task, Cert – Certificates,

D – Desirable, E - Essential

	Requirement	Evidenced
<b>Qualifications:</b>		
Good Standard of education qualified to at least GCSE C grade or equivalent in Maths and English	E	A,I, Cert
First Aid Qualification	D	A,I, Cert
<b>Key Competencies – must be able to demonstrate:</b>		
Hold an appropriate childcare qualification or proven evidence of working towards the qualification e.g. CACHE Level 3 or 4.	D	A, I, R



Knowledge and understanding of childcare and the role of a playworker.	D	A, I, R
Ability to demonstrate knowledge and an understanding of the legislation governing childcare.	D	A, I, R
Experience of caring for children of a wide age range and providing safe creative play activities.	D	A, I, R
Working effectively in a team and on own initiative using judgment and common sense at all times.	D	A, I, R
Ability to plan and implement a program of safe and creative activities for children.	D	A, I, R
Ability to assess a child's care needs, liaising appropriately with the parents/named carers.	D	A, I, R



Skills and Abilities		
Able to demonstrate an understanding and knowledge of the school's policies and procedures.	D	A, I, R
Suitably trained in First Aid which meets the Health and Safety Executive First Aid at Work requirements.	D	A, I, R
An understanding and knowledge of the Children's Act, OFSTED standards, Child Protection, Health and Safety issues, hygiene requirements	D	A, I, R
Experience		
Will have worked in an educational or pre-school establishment.	D	A, I, R





Suitable playwork training	D	A, I, R
<b>Other</b>		
Collaborative working style	E	A, I, R
Customer focused – aware of key stakeholders.	E	A, I, R
Requirement to work at varying hours either before, after or during school holidays to ensure delivery of extended day service and procedures	E	A, I, R
Empathetic and people driven	E	A, I, R





## BENEFITS

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**Remuneration:** Support staff salaries are based on HCC pay grades.



**Holiday:** Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)



**Pension:** Support staff benefit from membership in the Local Government Pension scheme. This pension scheme is renowned for its generosity.



**Discounts:** We offer a wide range of voluntary discounts via our partners KAARP



**Employee Assistance Programme:** We offer resources and programmes to support your physical, mental and financial wellbeing. We also have a team of Mental Health First Aiders within the MAT who you are able to reach out to should you need to. We also offer an Employee Assistance Programme for those that may need it.



**Childcare:** Reduced preschool fees and term time only packages at Perins Pre School based on Sun Hill Junior School site



**Free gym:** at based on Perins School site




**Cycle** to work scheme



**Free** car parking



**Wraparound care:** reduced fees at breakfast club and this position comes with a free place at afterschool club based at Sun Hill Junior School



## GUIDANCE ON THE INFORMATION YOU NEED TO INCLUDE IN YOUR APPLICATION FORM.

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The appointment is subject to satisfactory pre employment checks and clearance by the Disclosure and Barring Service (DBS).

In order for you to be considered for the position, it is important that you complete the application form fully. This ensures that all applicants are providing us this the same type of information. Please use the information available to you and your knowledge of the role to assist you in completing the application form.

### EMPLOYMENT HISTORY

#### **Current Employer**

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Enter information about your current employer. If this is your first job after school or college, please give details of weekend, evening jobs, or work placements.

### PREVIOUS EMPLOYERS

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Please provide information about all of your previous employers including permanent, temporary or interim roles. To do this, simply add more sections.

You must give a full history in chronological order since leaving secondary education, including periods of any post-secondary education / training, part-time and voluntary work. If you have any gaps in your employment, please indicate the reasons for this. Include full time employment, with start and end dates.

Provide explanations for periods not in employment or education / training and reason



## FORMAL EDUCATION

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Enter your educational qualifications such as NVQs, GCSEs, O-Levels, A-Levels, AS Levels, Highers, and Degrees. Include all subjects and grades/scores.

## SAFEGUARDING CHILDREN AND ADULTS

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The Perins MAT is committed to safeguarding children and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. All our recruitment and selection practices reflect this commitment.

For roles working with children and children's data, we comply with the "Safer Recruitment" national guidelines. Ideally, we will take up references before the interview for these roles; however, we do understand that with some positions this is not always possible. We will always be discrete, and if the role that you are applying for allows, you will have the option to let us know if you do not want us to contact your current employer.

Employment references for Safer Recruitment roles should not be from a colleague. They should be from your manager, supervisor or someone who is in a position of authority.

It is our preference that referees are provided from different schools if you have worked in school environments previously.

If you are not currently working with children or adults but have done so in the past, it is important that you provide a reference from this employer.







## HELP US TO SPEED UP THE REFERENCES PROCESS:

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- Ensure the email addresses and phone numbers you have provided for your referees are correct
- Do not to put two referees from the same place of work
- Tell them that they will shortly be contacted for a reference
- Ask them to complete the reference as soon as possible
- Let your referees know when you are offered the role

## ARTIFICIAL INTELLIGENCE (AI) TOOLS

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We currently do not use AI tools in our recruitment processes; however, we understand that you may choose to use AI tools to help you with your application. If you do, please remember:

- AI-generated answers can often be generic and impersonal, which may not accurately reflect your qualifications, skills, and experiences.
- AI-generated applications may lack the personal touch that human-written applications have, this may make you seem less engaged or interested.
- Ensure the information provided genuinely represents your own voice and experience.
- You must not provide false or misleading information.
- If you rely too heavily on AI you might not develop the necessary skills to communicate your experiences and qualifications effectively in interviews or other stages of the hiring process. This may make you come across to the interviewer as a different person to the one that wrote the application form, and you may not be successful in the interview.





If you are selected to attend an interview or an assessment day we will notify you via MyNewTerm and let you know the date and time of the interview. It is very difficult for us to change the date of the interview once it has been agreed internally.

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