

# Fair Oak Infant School



**After School Club Assistant**







# Fair Oak Infant School

Botley Road, Fair Oak, Eastleigh, Hampshire, SO50 7AN

Tel: 02380 692207

[adminoffice@fairoak-inf.hants.sch.uk](mailto:adminoffice@fairoak-inf.hants.sch.uk)

[www.fairoakinfant.co.uk](http://www.fairoakinfant.co.uk)

Headteacher: Mr David Peart

## Welcome...

Dear Candidate,

### **After School Club Assistant post at Fair Oak Infant School**

Thank you for your interest in our After School Club Assistant vacancy at Fair Oak Infant School. Our school is highly regarded and, we believe, offers the right candidate a fantastic career development opportunity.

Fair Oak Infant School is one of the largest infant schools in Hampshire, and indeed the country. It is a popular, innovative and successful school with four classes per year group.

Our aim is to help our pupils become:

- successful learners, who enjoy learning, make progress and achieve
- confident individuals, who are able to live safe, healthy and fulfilling lives
- global citizens, who make a positive contribution to society.

We are looking for an After School Club Assistant to work within our busy and growing After School Club. We are looking for an enthusiastic person who demonstrates patience and enjoys working with children. You will work alongside our After School Club Manager and other After School Club Assistants to ensure smooth running of our After School Club. Your role will include supporting children with their snack, developing, playing and engaging with children with a range of activities, both inside and out and ensuring children arrive safely from their classroom at the end of the school day.

Hours are Monday to Friday 3.00pm to 5.30pm (this may be extended to 6.00pm), 12.5 hours per week. Grade C, £25,186 to £26,244 (pro rata £7,278 to £7,584, hourly rate £13.05 to £13.60), permanent and term time only.

Further information about our school can be found on our school website.

[www.fairoakinfant.co.uk](http://www.fairoakinfant.co.uk)





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If you are interested in the post, please email [i.peach@fairoak-inf.hants.sch.uk](mailto:i.peach@fairoak-inf.hants.sch.uk) or contact the office on 02380 692207.

The closing date for applications is **Monday 5th January 2026** (noon). The school may close this advert early if a suitable candidate is identified.

Fair Oak Infant School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks, along with other relevant employment checks.

Yours sincerely

A handwritten signature in black ink that reads 'David Peart'.

David Peart  
Headteacher

## **JOB DESCRIPTION**

**WORKING PATTERN:** 12.5 hours, (depending on contract) 39 weeks a year

### **JOB PURPOSE:**

To ensure children attending Wrap Around Care Club enjoy a healthy start/finish to the day, are safe, engaged and well behaved.

### **KEY TASKS:**

- Support the aims and ethos of the school, helping create a welcoming and supportive environment for the children who attend Wrap Around Care Club.
- Establish rapport and respectful, trusting relationships with children, acting as a role model and setting high expectations.
- Supervise and provide particular support for children: individually and in small groups.
- Ensure children's safety, welfare and personal hygiene. (Basic First Aid to be included where appropriate).
- Promote and develop social skills, self-esteem and independence amongst children.
- To help with setting up of the venue each day, as required.
- Helping children with selecting and eating, as appropriate.
- Ensuring that resources are tidied away after use, so that the areas of the school used are ready for the school day to begin or to be cleared at the end of the day.
- To take the register, sign children out and take notes from parents, as required.
- Ensure the maintenance, cleanliness and safety of equipment and resources.
- Be aware of and support difference and ensure all pupils have equal access to opportunities.
- Participate in training, performance management and other learning activities as required.
- Promote good behaviour by children, dealing promptly with conflicts in line with the school behaviour policy.
- Establish constructive relationships with parents.
- Be aware of and comply with school policies including those relating to child protection, health & safety, confidentiality, safeguarding and data protection, reporting all concerns to a nominated person.
- Promote the School Values.
- Appreciate and support the role of other people within the Fair Oak team.

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**



# Our School...



...is a popular, innovative, successful and over-subscribed four/five form entry school serving the villages of Fair Oak and Horton Heath.

The School has 15 bright, attractive teaching spaces plus a hall, library, music/drama room, cookery room, medical room, meeting room and PPA room. There is a central paved courtyard which offers an excellent outdoor teaching area. The school is very well resourced.

The staff are friendly, supportive, hard-working and committed. They set themselves high standards and have high expectations of the children. They work well as individuals and as a team to provide very high levels of care and education for the children.

The children are friendly, keen to learn, well behaved and, like all children, gloriously funny at times!

## Professional Development

The School provides excellent opportunities for personal and professional development in line with the School's Improvement Plan.





## Location and School Campus

Fair Oak Infant School shares a site with Fair Oak Junior School, Wyvern College and Wyvern Day Nursery, and is part of an active seven strong cluster of schools.

We value the key role we play within the life of the campus and believe that we "sow the seeds of success" for our pupils as they set out on their educational journey.

We have a large playground, a children's world garden, an exciting trim trail, covered play areas and separate Year R playgrounds. We also make good use of a local park, situated directly across the road from our school.

Our 12 classes are organised into three year groups. We currently have 360 children on roll.

For more information about the school, please visit our website.

[www.fairoakinfant.co.uk](http://www.fairoakinfant.co.uk)





## The Curriculum

Our school curriculum encompasses all the experiences and opportunities we provide for the children, both the academic and through the wider curriculum. It ensures children become motivated to learn, make progress and attain highly; develop independence, resilience and responsibility, and enables them to make healthy lifestyle choices, giving them the best opportunity for their future learning, whether that is later today, tomorrow, next year or well into the future.

As a school we ensure the curriculum provides children with memorable experiences as we believe these equal memorable learning, and the curriculum is underpinned by our school aims to develop: Successful Learners; Confident Individuals and Global Citizens.

Our School Values help each child to become a better person and a better learner, and are embedded into our curriculum. Our School Values of: Caring; Creativity; Perseverance; Collaboration; Reflectiveness and Respect enable our children to begin to develop the skills required for lifelong learning and to prepare them for adulthood, their place in society and the world of work.

The curriculum is carefully planned, regularly reviewed and developed to engage all children in exciting ways. It is built around our curriculum design principles: Challenge for All; Equity and Enrichment; Broad, Balanced and Memorable; Secure Learning Pathways; High Quality Outcomes and Responsive and Relevant, to help children acquire a balance between knowledge acquisition and learning relevant skills.



We firmly believe every child should be enabled to fulfil their full potential. All teachers are continually assessing, evaluating and reviewing each child's attainment and ability. The staff and governors are very proud of the creative and inspiring curriculum.



## Ethos and Learning

Our motto is “sowing seeds of success” and this underpins the ethos of the whole school. The core principles of nurturing confident individuals, successful learners and international citizens are supported through the following:

- innovative, proactive leadership
- highly committed and enthusiastic teaching
- dedication to continuous improvement
- sustaining a stimulating and creative environment for learning





## School Aims

We aim to provide an environment where every child really matters and where parents, school and the community work together to create:

### Successful learners who:

- enjoy learning and have enquiring minds
- are motivated, confident and independent learners have research and problem solving skills

### Confident individuals who:

- can form and maintain relationships and work independently or in a team
- are aware of their strengths and weaknesses
- can set themselves goals and work to fulfil their potential
- take risks and feel a sense of achievement
- have self-esteem
- can deal with change and uncertainty

### Global citizen who:

- have a voice, joins in and feel valued
- are aware of, and are able to, express their own feelings and have empathy for the feelings of others
- behave responsibly
- are aware of their rights
- take pride in their own culture and are able to respect the culture of others
- make informed choices about health,



- relationships and behaviour are able to reflect on experiences which are personal and full of wonder

## School Values

### Our School Values:

Caring; creativity; perseverance; collaboration; respect and reflectiveness are beginning to be embedded into our school curriculum. They are represented by toy animals and are helping the children become a better learner and a better person.

## School Expectations

At our core are three clear expectations that form the expected behaviour throughout school.

We are kind  
We are safe  
We do our best



## Extra Curriculum

There are many extra-curricular clubs run by staff and external providers, both during the lunch hour and after school. These include, amongst others: Football, Recorder, Computing, Sewing, Dance, Multi skills, Art and Choir.

## School and Home

Our school is proud of the positive relationship with parents. There is a wide range of opportunities for parents to actively participate in supporting their children at school.

Alongside a programme of meetings, including: parent workshops, Class Assemblies, curriculum meetings and topic specific invitations. All are very well supported and enjoyed by all concerned.

Parents and local businesses regularly support enrichment activities through, for example, assemblies, sharing their religious celebrations, gardening, and visiting local shops to purchase ingredients to make soups.

We keep everyone up to date with our Friday Bulletin, which is sent out weekly to all parents. This weekly email includes an overview from each year group of learning for that week, as well as upcoming events, diary dates and celebrations.

## Friends of Fair Oak Infant School (FoFOIS)

FoFOIS are very active in fund raising and have contributed to purchasing many computers and iPads, hundreds of books, shelters in the playground, our cookery room redevelopment and, most recently, playground equipment

## The Governing Body

The Governing Body are fully committed to their role and work hard to support the leadership team to maintain the high standards already being achieved within the school. They aim to provide regular updates for parents during the year to give an insight into the work governors do and to demonstrate how they continually strive to further improve the school.

Governors make visits to school in order to monitor and evaluate the key targets identified by the strategic plan, and to ensure the effective use of resources.





## Community

Fair Oak Infant School works closely with the other schools within the Wyvern Cluster and regularly shares ideas and practices. In addition, there are strong active links with local pre-schools.

We also participate in cluster events such as sports tournaments and an annual music festival.

We have established strong links within the local community and currently work with St Thomas Church and local businesses to enrich the curriculum and provide additional opportunities for our children.

## Pupil Voice

Our pupils' views and well-being are at the heart of our school and therefore particular emphasis is put on providing opportunities for pupils to develop their role in the school and their sense of responsibility.





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