

St Joseph's Roman Catholic Primary School

Role Profile – Operational Context Form

Post title: After School Club Assistant					
Grade:	Foundation Living Wage	Staff responsibility:	No	Essential Car user:	No
Scope of role: Under the direction of the After School Club Manager, to create a safe, stimulating and nurturing After School Club environment and help deliver engaging activities for children aged 3-11. Would be expected to: • Deliver activities within the provision. • Follow established administrative procedures.					
Main Activities • To deliver a programme of high-quality play opportunities in a safe environment. • To work within safeguarding and health and safety procedures. • To liaise with school staff and parents/carers to enable the effective operation of the club. • To administer basic/paediatric first aid where appropriately trained. • To assist in the specific medical/care needs of pupils when specific training has been undertaken. • To maintain registers of attendance and other child records. • To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis. • To ensure confidentiality is maintained where appropriate.					
Prepared by:	School Business Manager			Date:	24/10/2025

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person Specification

Post Title – After School Club Assistant

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
Qualifications Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	D	A
Experience Experience of working with children Experience of Administrative work Experience of supporting pupils with challenging behaviour	E D D/E	A, I A, I A, I
Knowledge/skills/abilities Ability to relate well to children Ability to work as part of a team Good communication skills Ability to relate well to parents/carers Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of the concept of confidentiality First Aid/Paediatric First Aid Certificate Administrative skills Flexible attitude to work	E E E E E D E D D E E	A, I A, I A, I A, I A, I A, I A, I A A, I A, I
Other Commitment to undertake in –service development Commitment to safeguarding and protecting the welfare of children and young people Satisfactory attendance record/commitment to regular attendance at work	E E E	A A, I R
Note: We will always consider your references before confirming a job offer in writing		

Date created: 24/10/2025