



Job Title: After School and Holiday Club, The Den Assistant

Reports to: The Den Club Manager

Location: Holy Trinity CE Primary School

Hours: 3:00 PM – 6.00/ 6.30/ 6:45 PM, Monday to Friday, Holiday Club Cover; Part Time positions available

Salary: See Job advert

Job Summary:

The After School Club Assistant supports the delivery of a safe, engaging, fun and enjoyable environment for children after school hours. The assistant works closely with the Club Coordinator to supervise children, lead activities, and ensure the club runs smoothly.

Key Responsibilities:

- Supervise children to ensure a safe and secure environment at all times.
- Assist in planning and delivering a range of fun, age-appropriate activities (e.g., arts and crafts, sports, homework support, games).
- Encourage children to participate and engage positively with peers.
- Set up and tidy activity areas, ensuring equipment and materials are used safely.
- Assist with preparing and serving healthy snacks or meals.
- Maintain accurate attendance records and report any concerns or incidents to the Club Manager.
- Promote positive behaviour in line with school policies.
- Communicate effectively with parents/carers at collection times.
- Support children with additional needs appropriately and sensitively.
- Follow safeguarding procedures and attend training as required.

Person Specification:

Essential:

- Experience working with children (paid or voluntary).
- Enthusiastic, patient, and caring.
- Good communication and teamwork skills.
- Awareness of child safeguarding and health & safety.
- Ability to manage groups of children in a fair and consistent manner.

Desirable:

- First Aid and/or Food Hygiene certificate.
- Relevant childcare or education qualifications (e.g., CACHE Level 2/3).
- Experience in arts, sports, or educational support.

Additional Information:

- The role is subject to an enhanced DBS check (or equivalent, depending on region).
- Training will be provided where necessary.