ST.MARY'S RC PRIMARY SCHOOL
WE PRAY, PLAY & RESPECT ALL

Position: **After School Club Assistant**
Grade: **5, Scale Point from 12 to 17**
Hours: **Part time, 15 hours per week, 3pm to 6pm Monday to Friday, Term Time only**
Salary: **from £10,255 pa to £11,125 pa**
Contract type: **Permanent**
To start**: 4 January 2027**

The Headteacher and Governors of St Mary's wish to appoint an enthusiastic, caring and committed individual to support our children in our After School provision.

This is an excellent opportunity for an outstanding candidate to join our friendly and successful team. We are looking for a motivated person to manage our After-School Club. The successful candidate will be responsible for the day-to-day organisation of the club, providing high standards of care and play opportunities for children in a safe and secure environment.

The successful candidate will:

- Have GCSE grade A*- C or Level 9-4 or an alternative Level 2 qualification in English and Mathematics
- Have a Teaching Assistant Level 3 qualification
- Have an understanding of confidentiality and safeguarding
- Have experience of working with children
- Have experience of leading a team or aspirations to do so
- Be a strong team player who will join the senior leadership team
- Be able to use their initiative and be resourceful

We can offer you:

- A happy and caring school
- Well behaved and friendly children
- Supportive colleagues

The above post will be subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974.

To apply for this position please complete **both** the Catholic Education Service and Consent to Obtain a Reference application form and supporting documentation.

Applications to be returned to school via dlyons@st-mrc.co.uk

Closing date: Monday, 30th November 2026 (noon)
Shortlisting: Week commencing 30th November 2026
Interviews: Week commencing 30th November 2026

Safeguarding our children is of utmost importance to us so the successful applicants will be subject to an enhanced DBS check. Successful candidates will be required to sign a Catholic Education Service contract.

ROCHDALE BOROUGH COUNCIL

SCHOOL: Click here to enter text.

JOB DESCRIPTION

Job Title:	Before and After School Club Leader
Grade:	Grade 5 (SCP) 12-17
Responsible to:	**Please insert as appropriate**
Responsible for:	**Please insert as appropriate**
Hours of Duty:	**Please insert as appropriate**
Any Special Conditions of Service:	• The Postholder may be required to attend evening and weekend meetings **(*delete as appropriate)** • The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. • **(*delete as appropriate) Annual Leave – Term Time Only** – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave. • **(*delete as appropriate) Annual Leave – All Year Round** – Annual leave will be approved in accordance with the needs of the school. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	Approach the job at all times using the Rochdale values: ➢ Proud ➢ Passionate ➢ Pioneering and Open Be aware of and apply the Rochdale Values and Behaviours at all times.
DBS Disclosure Level:	Enhanced

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

Organisational Chart:

PURPOSE AND OBJECTIVES OF THE JOB

To manage the School's Before and After School Clubs (as applicable), providing a secure environment for all children attending and organising and supervising a range of creative and stimulating activities for individual and groups of children.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with the Authority/School's Health and Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's Performance Management Framework.

Relationships (Internal and External)

Internal:
School staff, senior managers, governors, volunteers, pupils and users of the school.

External:
Parents/carers, staff in other schools and within the Local Authority, and other outside agencies as required.

RESPONSIBILITIES:
The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.

2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.

3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

1. To develop a creative programme of educational and leisure activities which support stimulates the learning and development needs of children attending the School's Before and After School Clubs.

2. To be responsible for ensuring the provision meets required Ofsted standards and the appropriate Quality Assurance Award.

3. To work closely with the Headteacher and School's Management Team to deliver the Club's objectives, aligning these with the school plan.

4. To be responsible for management of the physical environment and making optimum use of space to support children's development activities.

5. To promote and encourage parental involvement, building positive working relationships and maintaining ongoing communication.

6. To establish and maintain effective working relationships with other professional to ensure that children's needs are met.

7. To supervise the distribution of drinks and snacks to children, following all associated procedures for food hygiene and children's individual dietary requirements.

8. To ensure that good standards of hygiene and cleanliness are maintained at all times.

9. To ensure that children's health and personal records are updated and stored securely.

10. To organize, plan and supervise trips and outings during school holidays <where applicable>.

11. To manage staff working in the Before and After School Club, including recruitment of staff, providing training and support, coordinating and directing activities, and managing performance.

12. To undertake an annual development plan for the Club, establishing areas for development and how these can be met.

13. To be responsible for managing the Before and After School Club's budgets and provide monitoring reports as required.

SECONDARY DUTIES

1. To make a positive contribution to the school, supporting and promoting its ethos, aims and the development/improvement plan.

2. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (in line with relevant policies).

3. To promote equality and diversity.

4. To participate in training and other learning activities and performance development as required.

5. To attend relevant meetings as required.

6. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the postholder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Before and After School Club Leader **Grade 5 (SCP) 12-17**

Note to Applicants

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

- **The *Essential* Criteria are for the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.**
- **The *Desirable* Criteria are used to help decide between candidates who meet ALL the Essential Criteria.**
- **The *How Identified* column shows how the Council will obtain the necessary information about you.**
- **If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you MUST include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.**

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	• To possess GCSE English and Mathematics at Grade A*- C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy. • To possess or be willing to work towards a Level 3 certificate in Teaching Assistance/Supporting Teaching and Learning, Early Years, Child Care or Playwork, • Full Paediatric first aid qualification Willingness to obtain basic food hygiene certificate.	**Application Form/Checking of Certificates**	• Basic food hygiene certificate.	**Application Form/Checking of Certificates**
SKILLS AND KNOWLEDGE	• Experience working in a children's day care/ school setting. • Experience planning and implementing a range of educational and leisure activities for children of different ages and abilities. • Experience managing a team. • Experience of managing a budget. • Experience of establishing and maintaining effective record keeping systems, including confidential and sensitive information.	**Application Form/Interview**		

SKILLS AND KNOWLEDGE	• Sound interpersonal skills to build and maintain effective working relationships. • Ability to empathise, influence, motivate and engage effectively with children and young people. • Initiative and creativity to develop a range of activities that are relevant to and meet children's needs. • Effective organisational skills to prioritise work, meet deadlines and handle conflicting priorities. • Ability to keep accurate records and undertake administration. • Ability to promote a positive ethos, and act as a role model. • Knowledge of principles of child development, learning styles and independent learning. • Knowledge of safeguarding/ child protection procedures when working with children. • Sound knowledge of health and safety consideration relating to running a child care service and the ability to risk assess and develop practises to mitigate risks.	**Application Form/Interview**		**Application Form/Interview**
SPECIAL WORKING CONDITIONS	• Ability to work flexible hours including school holidays, evenings and occasional weekends. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.	**Application Form**		