



# St. Peter's Catholic Primary School, Winchester

## Job Description: After School Club Assistant

Prepared: May 2026

### Mission Statement

"At St. Peter's we strive to be a joyful, active, Catholic community, belonging to and guided by our Lord Jesus Christ.

We deliver a high quality, rounded education, focussing not only on individual academic excellence, but also on each pupil's spiritual, moral, physical and emotional development. We are a forward-looking school, continually seeking ways to build on our successes and further enhance the educational experience of our children.

Inspired by the values of Catholic Social Teaching, we provide superb pastoral care for the entire school, particularly the most vulnerable amongst us and we actively promote justice, charity and care for our created world.

As a community, we aim to grow in communion with each other and with God. We aspire for every member of our school to become daily more like Jesus, filled with the grace and power of the Holy Spirit, allowing them to live life to the full, in hope and joy, transforming the world around them and bearing fruit that will last"



**St. Peter's School is committed to safeguarding and promoting the welfare of children in our care. It is a requirement of all staff that they share this commitment and follow our prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation/setting**

**Reports to: The Headteacher**

## **DUTIES**

- To have a clear understanding of the vision of St. Peter's School and be in agreement with the aims as set out in the Mission Statement
- To work as a member of a professional team offering care and security to all children in the After School Club (ASC)
- To be aware of and to adhere to all the ASC policies and procedures
- To ensure that ASC children are kept safe and that you understand when and how to follow child protection procedures and support wider safeguarding policies
- To be pro-active in matters relating to health and safety
- To ensure the delivery of creative play opportunities in a safe and caring environment (with other members of the ASC team)
- To supervise and support the children in a range of play activities, indoors and outdoors (with other members of the ASC team)
- To communicate with parents at handover at the end of the session regarding any messages from school or any issues arising at ASC
- To set up and organise a variety of indoor and outdoor play activities at the beginning of the session (with other members of the ASC team)
- To tidy away indoor and outdoor play activities at the end of the session (with other members of the ASC team)
- To contribute to the development of an After School Club activity programme (with other members of the ASC team)
- To prepare the children's tea and carry out washing-up and kitchen cleaning duties (with other members of the ASC team), ensuring that all children's dietary, allergy and cultural needs are met
- To maintain high standards of cleanliness and hygiene for all ASC children
- To ensure all ASC toys, equipment, rooms and play areas are kept safe, tidy and hygienic at all times

- To carry out (if qualified) immediate first aid or ensure qualified staff carry out immediate first aid, and to give comfort to sick or injured ASC children
- To work within agreed policies
- To assist other members of ASC staff with general duties, as required
- To attend ASC training sessions and staff meetings, as required

## **ACCOUNTABILITY**

- Being aware of After School Club procedures and policies
- Carrying out such other duties as may be reasonably allocated or directed within the purview of the post
- Maintaining complete confidentiality around any information regarding the children, their families or other staff which is acquired as part of the job

## **NOTES**

- Hours of work: 3.30 – 6.00pm, Monday to Thursday, term-time only. Applicants not available to work all 4 afternoons will be considered
- Casual work arrangement, paid on a sessional basis
- Hours of work may be subject to change for operational reasons, with mutual agreement
- Responsibilities may be changed or adapted by the Governing Body of St. Peter's School in view of the changing needs/policies of the After School Club. Some tasks may be modified, delegated or deleted in the light of further appointments
- These duties and responsibilities outlined to be undertaken in consultation with the Governing Body of St. Peter's School.

## **PERSON SPECIFICATION**

### **Essential criteria**

Age: 18 years old and over

Knowledge of safeguarding, child protection and confidentiality procedures

Good communication skills

A friendly and flexible approach to work

An ability to provide and facilitate safe, creative play

Enthusiasm for working with children

An ability to use your own initiative and work collaboratively as part of a small team

Confidence in supervising children

**Desirable criteria**

Previous experience of working with 4-11 year olds

Experience of or an interest in pursuing a career in childcare/education

A current food hygiene certificate

A current Paediatric First Aid certificate

Review Date	Signature