



Compton All Saints C of E Primary School



Vacancy – After School Club Assistants

Job/Person Specification

Compton All Saints' C of E Primary School is offering an opportunity for one or two enthusiastic and caring persons to join our school team from January 2020, to help supervise the after school child care club on Wednesdays 3:30-4:30pm and/or Thursdays 3:30-5:30pm.

The successful candidates will be required to supervise up to 8 children aged 4 – 11, ensuring that they are cared for in a safe and nurturing environment, and providing a variety of stimulating activities, both indoors and outdoors.

The candidates will be responsible for upholding all school policies, particularly those relating to behaviour management, health and safety, child protection and safeguarding.

Responsibilities will include, but not be limited to:

- planning and organising activities
- maintaining an accurate register of attendance
- serving refreshments (drinks and biscuits)
- setting up and clearing away at the start and end of each session
- ensuring the safe collection of children at the end of each session

The suitable candidate will possess the following attributes:

- warm and friendly approach towards children
- understanding of confidentiality and safeguarding issues
- excellent organisational skills
- excellent communication skills
- ability to work well as part of a small team
- willingness to be flexible and adaptable

Rate of pay

£8.12 to £10.06/hour depending on qualifications and experience.

Application Procedure

Please contact the school office on adminoffice@compton.hants.sch.uk or 01962 712035 to request an application form or to arrange a visit to the school. Visits are welcomed and encouraged.