



Shepherdswell Church of England

Shepherdswell, Dover, Kent CT15 7LF

Tel: 01304 830312

www.shepherdswell.kent.sch.uk

Headteacher: Mark Lamb

headteacher@shepherdswell.kent.sch.uk

Job Title: After School Club Assistant

Reports to: After School Club Leader

Hours: 3.30-5.00pm (term time only – 38 weeks)

Salary: KSA

Purpose of the Role:

To support the safe, engaging, and inclusive delivery of after school provision, ensuring all children are supervised, supported, and able to enjoy a range of structured and free-play activities in line with safeguarding and welfare requirements, including the Early Years Foundation Stage statutory framework where applicable.

Key Responsibilities:

Supervision and Care

Supervise children at all times, ensuring their safety and wellbeing
Maintain appropriate staff-to-child ratios

Safeguarding

Follow the school's safeguarding and child protection policies at all times
Report any concerns about a child's welfare to the designated safeguarding lead (DSL)

Behaviour Management

Promote positive behaviour in line with the school's behaviour policy
Manage minor behavioural issues calmly and consistently

Health & Safety

Set up and clear away equipment and resources safely
Ensure a clean, safe, and secure environment
Follow risk assessments and health and safety procedures

Food and Hygiene

Assist with preparation and serving of snacks
Ensure food hygiene standards are followed
Be aware of children's dietary needs and allergies

Person Specification:

Essential

Understanding of safeguarding responsibilities
Ability to work as part of a team
Good communication and interpersonal skills
Reliable and punctual

Desirable

Paediatric First Aid qualification
Experience in wraparound care

Other Requirements

Enhanced DBS check
Commitment to safeguarding and promoting the welfare of children
Willingness to undertake training as required

Safeguarding Statement

Shepherdswell CEP School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.