

BARDFIELD ACADEMY – Out of School Club Assistant

Contract:	Fixed Term until 31/08/2027
Hours per Week:	9 hours per week
Scale:	Scale 2, Point 3-4 (Depending on experience)
Salary:	£5,019.21 – £5,095.72 (Depending on experience)
Application Closes:	Midday Friday 9 th May 2025
Interview Date:	W/C 12 th May 2025

Motivate, Inspire and Support – Out of School Club Assistant Wanted!

Are you an efficient and energetic **Club Assistant**? Bardfield Academy, part of the South Essex Academy Trust (SEAT), is looking for an **Out of School Club Assistant** to join our vibrant team!

At SEAT, we believe in **belonging, compassion, curiosity, and empowerment**—values that shape our commitment to excellence in education. In this role, you'll not only inspire young minds in the classroom but also help them to realise their full potential!

You will be required to work 9 hours per week; Monday to Thursday 3:30pm to 5:45pm.

What's in it for you?

- A supportive and inclusive work environment where you're truly valued
- A **Leadership Academy** to fuel your professional growth
- A strong focus on **staff well-being** through our Employee Assistance Programme
- The chance to be part of a committed, forward-thinking team that empowers both pupils and colleagues

If you're ready to make a real impact and take the next step in your career, we'd love to hear from you!

Apply now and be part of something amazing!

If you would like to apply for this position, please click the following link to access our application form: [Career Opportunities – South Essex Academy Trust \(seacademytrust.co.uk\)](https://seacademytrust.co.uk/career-opportunities).

Once completed please send to recruitment@seacademytrust.co.uk along with your Recruitment Monitoring Information form. Please take care to complete the application in full as incomplete applications will not be considered.

We warmly welcome and encourage visits to our school, call 01268 553488 to arrange directly. We look forward to meeting you!

At the South Essex Academy Trust, we celebrate diversity and are committed to creating an inclusive environment where everyone feels valued and respected. We welcome applications from all backgrounds and actively promote equality of opportunity for all.

Bardfield Academy is dedicated to safeguarding and promoting the welfare of children and expects all staff to uphold this commitment. We adhere to safer recruitment practices, and all appointments are subject to satisfactory DBS certification and references.

We encourage early applications, as this vacancy may close sooner than the advertised deadline.

Job Description and Person Specification below

Job Description

Job Title	Out of School Club Assistant
Reports to	Deputy Headteacher
Liaison with	Pupils After school Club Co-ordinator - Headteacher Catering And site manager SLT
Job Purpose	To take care and control of all the children on the school premises during the After-school club period
Principal Accountabilities	<ul style="list-style-type: none"> To maintain the safety, welfare and good conduct of the pupils during the After-school club period
Duties	<ul style="list-style-type: none"> To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room. To assist children with eating their meal if applicable. To clear tables when meals are finished and clear up any associated spillages. To enforce the necessary sanctions for maintaining good order following our school behaviour policy. To administer basic first aid as required. To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records or admin that may be needed. To provide pastoral care, guidance and routine advice to pupils as appropriate. Where necessary and appropriate to lead games and activities with the children and/or read 1:1 to children. To alert After school Club Co-ordinator and/or the Headteacher of any concerns regarding an individual child or group of children
General	<ul style="list-style-type: none"> To attend relevant training and meetings as required. To respect confidentiality at all times. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager. To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy The Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

Person Specification

A – Application Form

I – Interview

	Essential	Desirable
1. Qualifications and Experience		
Working with or caring for children	✓	
Knowledge of First Aid	✓	
Basic reading and writing skills	✓	
Ability to count and undertake basic calculations	✓	
Ability to use basic equipment e.g. photocopier, video	✓	
2. Communication	Essential	Desirable
Ability to complete basic admin	✓	
Ability to exchange routine verbal information clearly with children and adults	✓	
Seek support to overcome communication barriers with children and adults	✓	
Consult with children and other adults	✓	
3. Working with children	Essential	Desirable
Understand and implement the school's behaviour management policy	✓	
Understand and support the differences in children and adults and respond appropriately	✓	
Understanding of games and activities which support learning	✓	
Understanding of the way in which games and activities can help children develop	✓	
Understand the importance of physical and emotional wellbeing	✓	
4. Working with others	Essential	Desirable
Understand the role of others working in the school	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Ability to work effectively with other adults in the school	✓	
Ability to provide timely and accurate information	✓	

5. Responsibilities	Essential	Desirable
Good organisational skills	✓	
Ability to manage own time effectively	✓	
Ability to follow instructions	✓	
6. General	Essential	Desirable
Demonstrate a commitment to equality	✓	
Basic understanding of Health & Safety	✓	
Understand and implement child protection procedures	✓	
Understand procedures and legislation relating to confidentiality	✓	
Be prepared to develop and learn in the role	✓	