



St Swithun's
WINCHESTER

After School Club Lead

Required from September 2025
Term time only (34 weeks per year)





St Swithun's
WINCHESTER

Welcome from the Prep School Head



Liz Norris, Prep School Head

Thank you for your interest in St Swithun's Prep!

We are a lively, forward-thinking prep school which takes great pride in introducing children to as many experiences as possible. We want our children to have fun as they learn, and our curriculum ensures they have plenty of opportunities for learning and discovery.

We are looking for an enthusiastic and well qualified after school club lead to join our staff team to support our wrap around care provision.

We hope this pack helps you see what is important to us here at St Swithun's. We would very much welcome your application and look forward to meeting you.



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Welcome to our school

St Swithun's Prep School in Winchester accommodates 230 girls aged 4-11 with a co-educational pre-school from age 3.

The prep school is housed in a pair of state of the art buildings that opened in 2015 and 2016. The main block houses classrooms alongside specialist areas for Art and Design Technology, Computing, Food Technology, Science and Music. The adjacent building contains a Gym and a multi-purpose auditorium with retractable tiered seating.

The Prep School adjoins St Swithun's Senior School, a leading GSA school offering day, weekly boarding and full boarding for 520 girls aged 11-18. Many facilities are shared, including catering facilities and a swimming pool complex that includes separate full-size and learner pools.



The schools are set on an impressive and attractive campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only an hour from central London.



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All about us

Children here all enjoy a huge range of opportunities to shine wherever their interests lie; they are guided to give their very best, astonish their audiences and receive their applause. They are the leaders of tomorrow, and it is an enormous **honour and privilege** to be a key influence in their development.



At St Swithun's prep school, **children's happiness** is at the heart of everything we do. We know that confidence is fundamental to success, so all activities are characterised by a palpable sense of fun and enjoyable challenge to ensure that pupils **flourish** in every way during their time with us.

Whilst gently selective and keenly focussed on intellectual rigour, we offer a genuine all-round education and we place enormous importance on celebrating **diversity** in everything that we do. We offer an inclusive, yet appropriately competitive, sports programme and we encourage children to have fun, take risks and get stuck in to all that we have on offer.





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High Performance Learning

We are proud to be a High-Performance Learning School and a member of the Fellowship of World Class Schools.

The High-Performance Learning philosophy is that:

- **High achievement** is an attainable target for everyone;
- **Intelligence** is not fixed, we can all become cleverer;
- **High performers** are made, not born, they work for it.

HPL involves the systematic and explicit encouragement and empowerment of students to develop the ways of thinking and ways of behaving that will equip them for success both in school and beyond. It is the cornerstone of our philosophy.



We are also a girls' school and as such we expect and support all our students to enjoy and excel in a range of subjects and activities according to their interests and not their gender. We seek to be free from unhelpful stereotyping and to offer genuinely limitless education.



Further, we are a high trust community, and we try always to behave with a seriousness of intention and a lightness of touch. We believe the best of staff and students and often see our expectations exceeded and a joke cracked along the way.



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The learning community

Our EYFS and key stage one curriculum is designed around the children's interests and intrinsic motivations, harnessing their love of asking questions and allowing them to become independent learners.

Passions for **learning, literature and life** are developed from the earliest of days. Then, throughout our key stage two classes, we continue to hold the development of character and the pursuit of academic excellence in equally high regard.



The weekly timetable emphasises the core subjects of English, mathematics, science and computing but balances these with a huge amount of sports, humanities, arts, languages and extra-curricular opportunities too.

Although we carefully prepare children for successful and stress-free transitions to a range of leading independent schools, including our own senior school, we never resort to a meaningless hot-housing approach and remain committed to maintaining a rich and inspiring curriculum.

The vast majority of our pupils transfer through to our senior school and do so without having to sit examinations in Year 6. We therefore enjoy true **autonomy** over our curriculum design.



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After School Club Lead

Role overview

The prep school offers an After School Club (ASC) each day during term time for children from pre-school to year two (ages 3 to 7) from 4.00pm – 6.00pm.

We are seeking an ASC Lead to work Monday to Friday from 3.45pm – 6.15pm (12.5 hours per week). They will have experience of encouraging learning through structured play and adapting activities to suit a range of ages and abilities. Our ASC Lead will be supported by another member of staff at all sessions.

This is an opportunity for children to relax after the school day, to take part in fun activities and to mix with others beyond their form and year group. We know that the provision of high-quality wrap around care is essential to many of our families.

The role is for 34 weeks per year (St Swithun's term time). There would be an expectation that you would attend some INSET training as appropriate for the role (for example, annual safeguarding training is mandatory for all school employees).





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After School Club Lead

Key responsibilities

- Plan and provide appropriate and varied activities for the children attending ASC, supporting their learning through play;
- Prepare and provide appropriate healthy snacks for children attending ASC paying particular regard to dietary requirements and restrictions.;
- Guide and assist each child according to his/her level of development to build their play and creative skills.;
- Work with the Co-curricular Coordinator and Prep School Administrator to ensure details of activities are communicated to parents in a timely and effective manner;
- Assist with the children's physical and emotional needs including intimate care as necessary;
- Be responsible for the supervision of pupils during ASC both inside and outside the classroom. Liaise with the Deputy Head Pastoral regarding ratios and supervision if required;
- Attend relevant staff meetings as well as staff INSET days as required, or ensure to catch up on content;
- Staff may occasionally be asked to undertake other duties by the prep school SLT;
- All staff are expected to promote and safeguard the welfare of children and young people, comply with the school's Safeguarding policy and adhere to all other relevant policies.



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Person specification

Essential Qualifications & Experience

- Level 3 qualification in childcare;
- Previous experience of caring for, or working with primary age children;
- Willingness to obtain paediatric first aid and food hygiene qualifications (supported by the school);
- Some knowledge of key milestones for EYFS / Key Stage 1.

Key Skills & Qualities

- Punctuality, reliability and trustworthiness;
- A willingness to support other school activities on occasion;
- Ability to build positive relationships with others, both colleagues and parents.;
- Creativity to design and lead stimulating activities.

These qualities will be assessed through application, references and during the interview process.



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Terms and conditions and application process

TERMS AND CONDITIONS

This is a permanent role working 12.5 hours per week, Monday to Friday. The hours for this role will be 3.45pm to 6.15pm at an hourly rate of £16.24. We would also be keen to receive applications from candidates wanting to work 4 days per week.

The school also offers a range of benefits, which may include:

- Generous DC pension scheme
- Free membership of the school swimming pool
- Free or heavily subsidised access to a range of activities on site including yoga, Pilates and strength and conditioning.
 - Discount on school fees
 - Refreshments whilst working
- Access to an employee assistance programme

APPLICATION

The closing date for applications is 4 August 2025.

Please complete our online application form which can be found [here](#).

For any queries about the role or the application process, please contact the HR Department:

Telephone: 01962 835798

Or email: recruitment@stswithuns.com

Applications will be considered as they are received and we reserve the right to close applications before the closing date.



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Child protection and safeguarding

“St Swithun's is committed to safeguarding and promoting the welfare of children.

All staff are expected to share and support this commitment, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.”

Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Head ensures that the recommended procedures are followed when recruiting staff.



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Equal opportunities

St Swithun's welcomes applications from candidates from a diverse range of backgrounds. The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work collaboratively with others will also be taken into account.

St Swithun's is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

If you have questions about our recruitment processes, or would like any support to access our recruitment process fully please do contact us at

recruitment@stswithuns.com.



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Explanatory notes

Application Form

Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.

In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references.

References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and will not rely on references provided by the applicant or on open references or testimonials.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.



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Explanatory notes

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

At least two forms of identification, i.e. current driving licence (including photograph), a passport, a full birth certificate or marriage certificate, a utility bill or financial statement showing the candidate's current name and address. These must be issued within the last three months and provide verification of address. Documentation confirming their national insurance number, where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary – photocopies or certified copies are not sufficient.

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- A check of the DfES barred list database, and the Protection of Children Act List as appropriate.
- A satisfactory DBS disclosure.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness appropriate for the job's requirements.
- A written declaration that neither they nor anyone in their household is disqualified from working with children.
- Verification of professional status, such as GTC registration, QTS Status (where required), NPQH.
- Verification that the teacher/applicant is not subject to a prohibition order issued by the Secretary of State.
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).