



# SURBITON

HIGH SCHOOL

## Job Description

<b>Job Title:</b>	<b>After School Clubs Assistant</b>
<b>Job Purpose:</b>	Assisting with the day to day running of the After School Club between the hours of 3:00pm – 6:00pm
<b>Reporting Line:</b>	Breakfast and After School Clubs Manager
<b>Start Date:</b>	ASAP
<b>Tenure:</b>	Permanent, Part-time
<b>Remuneration:</b>	United Learning's London living wage

### Key Responsibilities:

- To provide a safe, stimulating and happy environment for pupils
- To supervise pupils whilst in the Assembly Rooms, including arrival and departure and visits to the toilet
- To supervise pupils during their journeys to the Assembly Rooms from the Girls' and Boys' Preparatory Schools when required
- To set up playrooms and ensure that the setting is left clean and tidy at the end of each session
- To contribute to planning and the provision of a stimulating range of age appropriate activities and ensuring the club is well-resourced and creatively setup
- To log pupils' time of collection and name of collector
- To monitor the safety of pupils while in the building
- To log all incidents of danger and keep records up to date
- To maintain confidential records and inform the Deputy Manager / Manager of updated information
- To undertake observation, assessment and record keeping as required
- To ensure no pupils are left unsupervised at any time
- To ensure that the children receive adequate refreshments, and help promote healthy eating
- To supervise and assists pupils with activities throughout their session
- To cover colleagues' working hours in times of emergency / sickness
- To assist with any reasonable request from the Breakfast & After School Clubs Manager and Deputy Manager



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## Person Specification

**The successful candidate will be likely to fit the following profile:**

- NVQ 3 in Child Care (or NVQ 2 in Child Care and commitment to achieve NVQ 3 within 12 months) desirable, or experience working with young children
- Enthusiasm for education
- Commitment to the personal and educational development of pupils and to an ethos of respect and service
- Professional experience of working with pupils at KS1 and / or KS2 would be an advantage
- Self-motivation
- Commitment to personal professional development, and therefore willingness to develop own skills
- Ability to work co-operatively within a team
- Flexibility and openness to change
- Proven ability to develop effective professional relationships with pupils, colleagues and parents
- Commitment to the personal development of pupils
- Appropriate levels of personal presentation



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## To Apply

Please apply online via the link on the TES or our School [website](#)

**Closing date for Applications:**

**8:00am, Tuesday 13 April 2021**

**Interviews to be held week commencing:**

**19 April 2021**

*Please note that the School reserves the right to appoint at any stage during the recruitment process.  
For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



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## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*