



SURBITON

HIGH SCHOOL

Job Description

Job Title:	After School Club Assistant
Job Purpose:	Assisting with the day to day running of the After-School Club between the hours of 2:30pm – 6:00pm
Reporting Line:	Breakfast and After School Clubs Manager
Start Date:	ASAP
Tenure:	Permanent, Part-Time (17.5 hours per week, 36 weeks of the year)
Salary:	From £14.23 an hour

Key Responsibilities:

- To set up the playrooms according to the BASC activities Rota
- 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 the 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:

Qualifications & Experience

- 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
- Professional experience of working with pupils at KS1 and / or KS2 would be an advantage

Personal Qualities

- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils
- Enthusiasm for education
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively to a variety of audiences
- Commitment to the personal development of pupils Commitment to the personal and educational development of pupils and to an ethos of respect and service
- Proven ability to develop effective professional relationships with pupils, colleagues and parents

Attitudes

- Ability to work co-operatively within a team
- A reflective and flexible approach
- Organised, energetic and able to self-direct
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Committed to Surbiton High School's ethos and strategic vision
- High expectations for pupil attainment, personal development and conduct
- Ambitious and aspirational for oneself and for the school
- Committed to professional development and show a willingness to undertake appropriate training for this role



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To Apply

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

Application deadline:

Midnight, 2 September 2025

Interview day to be confirmed.

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



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Complimentary School Lunches
- 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 1,600 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 remain a leading school of choice [rated 'excellent in all areas' by ISI 2023].

Read more on our website: 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.