

After School Club Assistant

Candidate Information

Location: Harpenden, Hertfordshire

Fixed-term, Term Time Position



Welcome to Aldwickbury

I hope this candidate information pack gives you a sense of what it is like to work at Aldwickbury School and the warm and positive environment you'll become a part of if you are successful in your application.

We are seeking to appoint an enthusiastic and caring After School Club Assistant to join our team.

This is a pivotal time to join Aldwickbury School. Beginning in September 2025, we will begin our transition to a co-educational setting. We are proud to extend the same standard of academic excellence, exciting holistic curriculum and broad range of opportunities to future Prep school girls that Aldwickbury boys have enjoyed for generations.

I hope you will be interested in joining our wonderful school and team of dedicated and passionate staff. We will be processing applications as they are received and may close the recruitment ahead of the closing date if the right candidate has been found.

Paul Symes
Headmaster



Introduction to Aldwickbury School

Aldwickbury is an independent day and flexi-boarding Pre-Prep and Prep School for boys, and girls in the Pre-Prep from September 2025, located in 20 acres of grounds on the outskirts of Harpenden in Hertfordshire. Operated as an Educational Trust, the School is administered by a Board of Governors and is a member of the Independent Association of Prep Schools (IAPs).

At Aldwickbury School, we inspire children to develop a love for learning, empowering them to try their best, embrace challenges, be themselves, and seize opportunities that come their way. We are proud to have been voted Independent Boys' School of the Year 2024. From September, Aldwickbury is excited to be welcoming girls to our community in the Pre-Prep, providing them with the opportunity to be part of this outstanding educational offer. Our approach focuses on nurturing the individual potential of each child, ensuring they feel supported in a safe and stimulating environment.

Aldwickbury is a non-selective school with an emphasis on personal and academic growth. We encourage pupils to take risks, celebrate their successes, and learn from their mistakes, and we are incredibly proud of the value we add to their education. Through our dedicated staff, we aim to provide an outstanding experience that prepares pupils for their next stages in education at a wide range of excellent senior schools.

Our Ethos

Our community is one where all staff should feel supported, where kindness connects us as 'one team'. We work with passion to deliver an outstanding education for the pupils.

Our culture is one of integrity, respect and high ambition, underpinned by a growth mindset. We are encouraged through endeavour and self-reflection to develop, grow and support each other's wellbeing and happiness.

Independent Boys' School of the Year 2024

We are immensely proud that Aldwickbury has been awarded the prestigious title of Independent Boys' School of the Year at the highly regarded Independent School of the Year Awards. Even more significantly, we are the first-ever Prep School to win this category.

This incredible achievement is a testament to the unwavering dedication and hard work of our entire team, and their ability to ignite the passion for learning across all aspects of the school. It is also a testament to the boys' enthusiasm for embracing opportunities and rising to challenges - qualities that help make Aldwickbury such a special community. Central to this success is our strong team ethos and the invaluable support of our parents, governors, and wider school community. Together, we have built an inspirational environment where pupils are not only happy, but also challenged, kind, and able to flourish as their authentic selves.



The Role

Job Title: After School Club Assistant

Accountable to: After School Club Leader / Deputy Headmaster

Job Purpose: To Assist the After School Club Leader in the daily running of the club

Aldwickbury After School Club

Aldwickbury is committed to supporting families with wrap-around care options tailored to fit busy schedules, and therefore offers an After School Club after the school day ends. Reception through to Year 6 pupils can stay at school between 3 - 6pm, dependent on the time their usual school day finishes. The club is divided into three sessions: 3 - 4pm, 4 - 5pm, and 5 - 6pm, running Monday to Friday during the school term. It is a time when pupils can relax and enjoy themselves at the end of the day. A wide range of activities is offered, from being creative with craft, to playing board games. Pupils are often keen to go outside to play football, table tennis, or explore the climbing frames.

Main Duties and Responsibilities

The responsibilities outlined below are not exhaustive, and the position holder will be required to carry out other duties as may be reasonably required within the general scope and level of the post.

- Provide constant supervision and ensure the safety and well-being of all children attending the club
- Lead and support engaging, age-appropriate activities that promote creativity, physical activity, and social interaction for children aged 4-11
- Plan and prepare a variety of imaginative and stimulating activities that cater to the diverse needs and interests of children
- Prepare and serve light snacks, ensuring dietary requirements and hygiene standards are met
- Support the After School Club Manager with day-to-day running of the club, including responding to parental queries or concerns in a professional and supportive manner
- Ensure the safe transition of children from their classrooms to the club at the end of the school day
- Ensure a safe handover of children to parents or authorised carers at pick-up time
- Maintain a clean, safe, and welcoming environment, including setting up and tidying away all equipment and materials (e.g. food, toys, games, cutlery, crockery) after each session
- Accurately record and report any accidents or incidents in line with school policies and safeguarding procedures
- Uphold the school's safeguarding, health and safety, and behaviour policies at all times
- Work effectively as part of a team to create a positive and inclusive environment for all children



Person Specification

Qualifications and Experience

Essential

- Understanding of safeguarding principles and procedures
- Confidence in leading or participating in a wide range of games and activities (e.g. arts and crafts, board games)
- Willingness to engage in cooperative play with children
- Awareness of and commitment to confidentiality

Desirable

- GCSE 'C' or equivalent in English and Maths
- NVQ Level2 Childcare or equivalent
- First Aid qualification
- Experience of working with children aged 4 to 11 years
- Experience of working in a primary or prep school setting

Skills and Abilities

- Good verbal and written communication skills
- Strong interpersonal skills and ability to build positive relationships with children, staff and parents
- Ability to follow plans, instructions from managers and adhere to school policies
- Ability to use initiative when supervising children and organising activities
- Ability to communicate appropriately with parents and carers, maintaining professionalism and discretion
- Constructive and consistent approach to behaviour management
- Reliable and punctual, with good time management
- Awareness of the responsibility to oversee the health, safety and wellbeing of all children in the setting

Personal Attributes

- Calm, friendly and approachable manner
- Professional attitude
- Commitment to providing a safe, fun and nurturing environment for children
- Evidence of being a reliable and effective team player
- Willingness to uphold and support the values and ethos of the school
- High expectations of self and others, with a commitment to continuous improvement



Terms of Appointment

Hours of work:	4 days per week, Monday to Thursday. Up to 12 hours per week, from 3 - 6pm
Contract:	Fixed-term September 2025 - July 2026. Term Time, 36 weeks per year
Salary:	£11.50 - £12.34 per hour
Benefits:	Contributory pension scheme Free on-site parking Use of the School's facilities at times allocated to staff Cycle to work scheme Employee Assistance Programme

Interview and Application Process

To apply, please use the following link: [After School Club Assistant](#)

Early application is advised, as applications will be considered as they are received and we reserve the right to appoint at any time in the process.

The closing date for applications is **20th August 2025**.

Interviews will be arranged with the shortlisted candidates.

Thank you for your interest in joining Aldwickbury School.

*Aldwickbury School is committed to safeguarding and promoting the welfare of children and young people.
The school aims to provide a safe and nurturing environment where all pupils are happy and can be themselves.
Aldwickbury expects all staff and volunteers to share this commitment.*