



LYONSDOWN SCHOOL

AFTER SCHOOL CARE CLUB ASSISTANT Candidate Information Pack



INTRODUCTION

Lyonsdown School, part of the Mill Hill Education Group, is seeking to appoint an enthusiastic and reliable Part-time After School Care Club Assistant to join their After School Club provision.

The role is to assist in the day-to-day organisation of the After School Care Club provision at Lyonsdown providing high standards of care and play opportunities for girls between the ages of 3-11 years old in a safe and secure environment.

The closing date for applications is: 9am on Tuesday 26 August 2025.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

“This little school, succinctly summed up by one happy parent as ‘nurturing within a structured learning environment’, is one to watch...”

- Good Schools Guide

THE SCHOOL

Lyonsdown

Lyonsdown is situated in a quiet, residential area of Barnet with good access from other parts of London, as well as from parts of Hertfordshire and Essex, both by road and by public transport. The M25, A1 and M1 are easily accessible. There is on-street parking available. Whilst many of our families are local, living within or near Barnet, others travel from the surrounding area.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



LETTER FROM THE HEAD

I am proud to lead a dedicated team of teachers and staff, who are committed every day to providing an outstanding educational experience for our girls within a culture that values individuality, resilience and respect. We are seeking to appoint a After School Care Club Assistant to join our team. The successful candidate will be a passionate professional with excellent pedagogy who can demonstrate an ability to inspire learning.

The happiness and wellbeing of all our girls is at the heart of everything that we do, and we celebrate them as they begin to develop lifelong passions and interests across the curriculum. Visitors to our school are greeted by cheerful, welcoming and motivated girls, absorbed in their learning and supportive of each other, whilst enjoying every aspect of their Lyonsdown adventure.

Our emphasis on STEAM subjects ensures a broad and balanced curriculum with a wide variety of opportunities to suit each individual, and the majority of our girls go on to be successful in gaining places at their first choice of senior school. Their time with us ensures that Lyonsdown girls are thoroughly prepared for whatever challenges lie ahead in life: at their next school and beyond.

It is an exciting time to be joining the Lyonsdown school staff, our recent merger with the Mill Hill Education Group creates a range of personal and professional development opportunities. Our staff are excited to begin the journey of sharing best practice, ideas and resources across our family of schools and the successful candidate will need to demonstrate the same commitment to continued professional and personal development. I look forward to welcoming your application to become a valued member of our team



Mrs Rittu Hall
Head teacher

JOB DESCRIPTION

- To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play
- To assist with the planning, preparing and delivery of activities, which meet children's individual developmental needs
- To supervise snack refreshments for the children and ensure a focus on hygiene and manners
- To make sure that children are collected safely by the responsible adult at the end of the session
- To maintain daily open communication with parents when needed
- To follow guidelines and procedures for Safeguarding in accordance with Lyonsdown's policies & procedures
- To carry out any other duties, which will be seen to enhance the work of the After School Club



PERSON SPECIFICATION

Personal Skills

- Ability to relate to children and adults
- Empathy with young children
- Ability to work as a team, flexible, self-motivated and practical
- Calm and positive
- Good communicator
- Sense of humour
- First Aid trained (training provided if required)

Appointment Requirements

- Enhanced Disclosure and Barring Service (DBS) check (which includes identity check - photo ID/passport and evidence of address) Induction
- Training, including safeguarding

Desirable Requirements

- A relevant NVQ Level 3 and Level 2 qualification
- Child Safeguarding Training
- Prevent duty awareness training
- Paediatric first aid qualification
- Food handling and hygiene Certificate



HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Tuesday 26 August 2025**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



Lyonsdown School. A part of the Mill Hill Education Group.



Lyonsdown School

3 Richmond Road

New Barnet

Hertfordshire

EN5 1SA

lyonsdownschool.co.uk

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