SPSP Children's Club Assistant



Job Description and Person Specification

October 2026

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Dear Candidate,

Thank you for expressing an interest in working at St Peter & St Paul School. Located in Chesterfield, next the Chesterfield Royal Hospital, we are a thriving and vibrant independent day school. The school sits in 7 acres of private grounds, including woodland. We are proudly non-selective and educate boys and girls aged 4- 11 years. We consider high academic standards to be a must and our focus, at all times, is on the holistic development of the whole child.

We are looking to appoint a dynamic, committed, and experienced wrap around care assistant who can work across all Key Stages from Reception to Year 6. This post will require you to assist in the after-school care of children including the assistance and supervision of homework and structured play.

The SPSP Children's Club Assistant is expected to take a keen interest in school life and to understand their role in this context. They will work across the school with all members of our community - staff, pupils and parents. Good communication skills and teamwork is essential.

If you think that you have the enthusiasm, experience and drive to join a forward thinking and growing school, then we look forward to receiving your application.

Kind regards,



Mr Thomas Newton

Headteacher

Ethos and Values

Our Mission

To combine a traditional high quality education within an innovative approach through following the Christian values of our Guiding Star Principles.

Our Vision:

To nurture and develop inquisitive minds through a supportive Christian environment in the pursuit of excellence.

Our Values / Aims

Our core values are linked to our Guiding Star Principles; they provide every member of our community with a code of conduct for life. The result is polite, confident and reflective children who leave St Peter & St Paul School in Year 6 ready to rise to the challenge of their senior school journey.



The Role

To support the day-to-day organisation of The SPSP Children's Club, working under the guidance and direction of the Children's Club Coordinator and the Headteacher. The role involves helping to provide high standards of care, learning and play opportunities for children aged 4–11 years in a safe, secure and welcoming environment.

The postholder must present themselves professionally and uphold the vision, mission and values of St Peter & St Paul School at all times.

Generic Responsibilities

- Promote the vision, mission and values of the school.
- Support the Children's Club Coordinator in the smooth running of the after-school provision.
- Attend INSET, continuous professional development and meetings as required.
- Contribute to the implementation of the school's policies, practices and procedures in a way that supports the school's values and vision.
- Follow all school policies and procedures, including safeguarding, health and safety, behaviour and first aid procedures.
- Assist with securing the premises when required, under the direction of the Coordinator or Headteacher.
- Undertake any other reasonable and relevant duties as directed by the Children's Club Coordinator or Headteacher.

Specific Responsibilities

Day-to-Day Role

- Assist with the supervision and care of pupils attending the after-school club, ensuring their safety and wellbeing at all times.
- Support children's access to learning activities, play opportunities and recreational activities.
- Build positive and constructive relationships with pupils and respond to their individual needs.
- Promote good pupil behaviour, manners and the school's Guiding Star Values.
- Follow the policies and procedures of St Peter & St Paul School.
- Assist with the safe arrival of children at the club and support safe dismissal to parents and carers on collection.
- Help pupils with homework tasks where appropriate.
- Support the serving of snacks and evening supper for children staying beyond 5pm.
- Administer basic first aid where trained and record incidents appropriately, in line with school procedures.
- Demonstrate a clear commitment to safeguarding and the welfare of all children.
- Adhere to the school's safeguarding policy, procedures and code of conduct.
- Assist with tidying, organising resources and maintaining a safe and welcoming club environment.
- Support with locking up the school when required, including checking that areas used by the club are secure, under the direction of the Coordinator or Headteacher.

Professional Standards

The successful candidate should have:

- Experience of working with children aged 4–11.
- Good literacy and numeracy skills.
- A caring, calm and positive approach to working with children.
- The ability to work as part of a team and follow direction from the Children's Club Coordinator and Headteacher.
- A commitment to safeguarding and promoting the welfare of children.
- A willingness to undertake training relevant to the role, including Safeguarding Children in Education, Food Hygiene and Paediatric First Aid.

A recognised childcare qualification, such as a Level 2 or Level 3 qualification in Childcare, is desirable but not essential.

Meetings and INSET

- Attend meetings, training and INSET sessions relevant to the role as required.
- Participate in professional development to support high standards within the after-school provision.

Candidate Specification

The following section outlines the requirements for the job and lists the essential and desirable requirements.
Applicants will be shortlisted on the extent to which they meet these requirements.

A = Application Form I = Interview/assessment process

Competency	Essential	How Assessed	Desirable	How Assessed
Qualifications & Experience	Good literacy and numeracy skills.	A	Professional Qualification in Childcare (L3 equivalent or higher)	A/I
	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	A	Previous experience of working with children in a voluntary or paid capacity	A/I
Skills/ Knowledge	A sound understanding of child development and learning.	A/I	Ability to work with initiative and as a part of a team	A
	Ability to work well with children and adults.	A/I	Qualification in Paediatric 1st Aid (2 Day)	A

	Work constructively as part of a team, understanding of the role and responsibilities. Can effectively manage the behaviour of pupils in line with school policy. Has sufficient practical and organisational skills to contribute to the preparation and management of resources. Has a caring positive attitude towards pupils welfare. Reliable and trustworthy. Good organisational skill's	A/I I I I/A I/A I/A		

Summary of The Role

Post:	St Peter & St Paul Children's Club Assistant
Responsible to:	Children's Club Co-ordinator / Headteacher
Contract:	5 days term time (36 weeks)
Probationary Period:	6 months
Commencement:	ASAP
Hours of work:	3:45pm – 6:15pm Monday to Friday, (12.5 hours per week - 36 weeks per year)
Salary:	£13.57 per hour

Early applications are encouraged. We reserve the right to appoint in advance of the closing date for the right candidate.

Please send your completed applications to headteacher@spsp.org.uk



St Peter & St Paul School is committed to promoting diversity and inclusion in schools. St Peter & St Paul School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

