



WOODBIDGE
SCHOOL PREP

Work With Us After School Club Leader: Prep

Application Pack



After School Club Leader

FTE Salary £22,580 pro rata actual salary £3,865

We are seeking an enthusiastic, reliable, and hardworking After School Club Leader to join our well-established and highly respected team.

Our T Room is a friendly and engaging after-school club offering children a safe space to unwind, enjoy a light tea, and take part in fun, structured activities.

The Leader will be responsible for overseeing the daily operations of the club ensuring a safe, inclusive, and enjoyable atmosphere for all children. This includes supervising children and organising age-appropriate activities, managing the provision of light tea, administering First Aid as appropriate and maintaining positive communication with parents and school staff.

Working Hours

Monday – Friday 16:30 - 18:05. Term time only.

To apply for this role, please click on the link below and complete the application form. Please state on your application which shift you are applying for. A CV and covering letter alone will not suffice.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people, and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

Closing: Wednesday 4th June 2025

Interview: Monday 16th June 2025

We reserve the right to close the position before the closing date, so please apply as soon as possible to avoid disappointment.



Job Description

Job Title After School Club Leader	
Reporting to Nicola Mitchell (Head)	Department Prep

Job summary
<p>T Club is a warm and engaging after-school club that provides children with a safe and supportive environment to relax, enjoy a light tea, and participate in a variety of fun, structured activities.</p> <p>The Leader will be responsible for managing the day-to-day running of the club, ensuring a positive, inclusive, and well-organised setting for all children. Responsibilities include supervising children, planning and delivering activities, overseeing the serving of light tea, administering First Aid as appropriate and maintaining clear communication with parents and school staff.</p> <p>Age range from 4-11.</p>
Key responsibilities
<ul style="list-style-type: none">• Supervise daily operations of T Room, ensuring a safe, welcoming, and well-organised environment.• Work within the wider School team, showing teamwork, initiative and clear, positive communication.• Plan and deliver engaging activities that are age-appropriate, inclusive, and enjoyable for all children.• Oversee the serving of a light tea, ensuring dietary needs and hygiene standards are adhered to.• Ensure the safety and well-being of all children, following safeguarding procedures and responding to any incidents appropriately.• Maintain accurate records, including attendance, incidents, and any relevant communications.• Liaise with parents, carers, and school staff to provide updates and address any concerns or feedback.• Promote positive behaviour and encourage respectful, cooperative interactions among children.• Administration of First Aid, as appropriate.

General responsibilities
<ul style="list-style-type: none">• Provide a safe, caring, and stimulating environment for children attending the club.• Supervise children at all times, ensuring their well-being and promoting positive behaviour.• Organise and lead a variety of structured and free-play activities suitable for different age groups.• Ensure the club space is clean, tidy, and appropriately set up before and after each session.

- Build positive relationships with children, parents, carers, and school staff.
- Follow safeguarding procedures and report any concerns in line with school policy.
- Maintain accurate records, including attendance and incident reports.
- Support and guide other club staff and volunteers as needed.
- Attend relevant training and staff meetings to support professional development.
- Uphold the School values and promote the School rules.

Health and safety

- You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to the Foundation's/School's Health and Safety Policy.

Child Protection statement

- The School/Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the appropriate Safeguarding Lead or to the Head.

Brand values

- Ensure that their work, communication and approach conforms to the brand values and house style of the School and the wider Seckford Foundation.
- Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on the School Intranet.

Person Specification

Qualifications and Experience	E	D
• English & Maths GCSE A-C (minimum level 2 literacy and numeracy qualification)	✓	
• Relevant level 3 qualification	✓	
• PFA First Aid Certificate (training can be provided)		✓
• Ideally experience of working in an after school club, nursery or primary school		✓
Skills		
• Good communication skills	✓	
• Ability to work effectively in a team	✓	
• Organised; able to understand and follow policies and procedures	✓	
• Patient, calm and able to empathise with younger children	✓	
• Flexible approach; able to adapt to changing demands	✓	
• Conscientious and caring	✓	
• Understanding of child development and learning processes	✓	
• Committed to promoting the health, welfare and safeguarding of children	✓	
Safeguarding		
• All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.	✓	

Benefit Statement

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
Sick Pay	Company Sick Pay
School Fees	School fee remission may be available depending on individual circumstances after successful completion of probation period.
Holiday	25 days plus 8 public holidays paid leave (pro rata for part time). If term-time, holiday pay is included in salary.
Training	Training costs will be met in full. Extensive on the job training available. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.
Other Benefits	<ul style="list-style-type: none">• Free parking• Access to Employee Assistance Programme

Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:
<https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Please apply, preferably by email, stating "After School Club Leader" in the title line to recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to The People Team at:

Woodbridge School

Marryott House

Burkitt Road Woodbridge

Suffolk

IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.