



**STAINTON CHURCH OF ENGLAND PRIMARY SCHOOL**

**Stainton, Penrith, Cumbria, CA11 0ET**

**Telephone: 01768 840673**

*Headteacher: Mrs R Wilson*

*Chair of Governors: Mrs C Dawson*

*Business Manager: Miss N Swainson*

**After School Club Assistant**

**Start date: 02.09.2026**

- 4 sessions from 3.30pm-5.30pm Wednesday, Thursday and Friday (6 hours)
- ASC Assistant Paygrade: Grade 3, £24, 796 pro rata (plus the national living wage top up to £13.45)

**Background Information**

Stainton CE Primary is a small village primary school, located on the fringe of the Lake District, just two miles from the town of Penrith. We have 117 pupils currently on roll (from Nursery to Year 6) in mixed-age classes. The school serves a predominantly rural community, with families commuting to nearby towns. Our school motto is 'Love one another as I have loved you.' (Jn13:34 ensuring that all pupils feel known, valued, and supported within a small school community.

This post is to assist our very successful After School Club, 'Stainton Stars'. This role requires supporting the After-School Club on selected days from Wednesday to Friday from 3.30pm until 5.30pm. The After-school Club is based in a designated space within the school building, and they make good use of our extensive school grounds.

**Essential Qualities**

- It is essential that the successful candidate holds an NVQ L3 qualification.

**Desirable Qualities**

- To have knowledge of health and safety procedures and precautions.
- A good understanding of supporting primary-aged pupils

**School:**

- Promote the school's Christian ethos and fully support the school's strong Christian foundation in all areas of school life;
- Adhere to all aspects of school policy and practice.

**Personal:**

- Polite, caring and understanding;
- Good communication skills both with children and adults;
- Sense of humour;
- Have an enthusiasm for working with children and bringing new ideas for activities.
- Ability to use own initiative and take action accordingly
- Willingness to support strong links with parents/carers

**After School Club Assistant – Job Description**

**Main purpose**

Support the day-to-day running of the After-School Club to ensure the safety and wellbeing of pupils in your care. This will involve assisting with the preparation and involvement of engaging activities, while ensuring all pupils follow relevant school policies and procedures.

**Duties and responsibilities**

- Creating a safe, welcoming and friendly environment; delivering high quality opportunities for the children;
- Providing inclusive practice, ensuring all children can be involved in the activities offered;
- Supervision of the children throughout the activities;
- Being a positive role-model for children and other adults;
- Supporting the children by promoting positive behaviour and following the school behaviour policy;
- Supporting the day to day organisation of the After-School Club;
- Passing on correspondence to teachers from parents/carers and vice versa

**Health and safety**

- Assist in the Preparation of healthy snacks and drinks for the pupils in line with allergy and food hygiene policies
- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor and major incidents
- Record details of incidents in line with the school's reporting procedures
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**Behaviour**

- Support pupils with their independence and self-esteem when carrying out activities,
- Follow any directions from class teachers on supporting specific pupils,
- Report any incidents of misbehaviour in line with the school's behaviour policy.

**Safeguarding**

- Be responsible for pupils at the end of the school day until a parent/carer arrives for collection,
- Stainton C of E Primary is committed to safeguarding and promoting the health, safety and welfare of children and young people. We expect all staff and volunteers to share and adopt this commitment.