



Holy Trinity CE Primary School Northwood

Rickmansworth Road, Northwood, Middlesex, HA6 2RH
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Head of School: Mr. M Szurgot
Executive Headteacher – Mrs. R Blake

After School Club Assistant – Level 2 (or willing to undertake training)

Job Description

As the After-School Club Assistant, you will support the daily operations of the school by ensuring a stimulating and engaging after school experience for our children. Your responsibilities will include:

- Helping to deliver a warm, welcoming, and secure environment where children can thrive socially, emotionally, and academically.
- Delivering daily activities for the children to allow them to continue to grow and flourish after the school day has ended.
- Supporting children's personal, social, and emotional development, helping them to build positive relationships with adults and their peers.
- Helping to manage behaviour positively and in line with the school's values and policies.
- Assisting with toileting, nappy changing, and other care routines as needed.
- Communicating effectively with parents and carers to ensure strong home-school partnerships.
- Ensuring that safeguarding procedures are strictly followed to provide a safe environment for all children.

Person Specification

We are looking for a caring and enthusiastic individual who meets the following criteria:

Essential:

- ✓ Relevant qualifications in Early Years Education (e.g., Level 2 Early Years Educator or equivalent) *or* a willingness to undertake training for these qualifications as part of our professional development program
- ✓ Experience working with young children, preferably within a nursery or Early Years setting
- ✓ A strong commitment to providing high-quality care and learning opportunities for young children
- ✓ Excellent communication and interpersonal skills, with the ability to work collaboratively as part of a team
- ✓ A patient, nurturing, and supportive attitude towards children and their individual needs

Desirable:

- ✓ Understanding of safeguarding policies and procedures and a commitment to keeping children safe.
- ✓ Willingness to uphold and promote the Christian ethos and values of our school.
- ✓ Paediatric First Aid training.
- ✓ Experience working with children with additional needs