



RADFORD SEMELE

CoFE PRIMARY SCHOOL

A family of learners expecting the best



We are looking for someone to come and join our team at Circles Breakfast and After-School club at Radford Semele C of E Primary School. The enthusiastic and dedicated candidate must have the ability to relate well to children and adults, ensure children are provided with a range of enjoyable experiences during their time before and after school, to work effectively within a small team and use their own initiative.

Job Description: After School Club Assistant

Responsible to: Circles Manager

Salary: £13.26 per hour (SCP F7)

Responsibilities/Duties:

- To assist in the planning of activities and experiences
- To value and respect the views and needs of the children
- To provide and supervise safe play, suitable for the various ages of the children
- To interact well with children, ensuring all children are included, engaged and supported
- Liaise with the manager and school staff as required
- To support with the setting up of equipment and tidying away of toys/equipment
- To prepare snacks and drinks for children attending Circles
- To assist in ensuring the children are picked up by an appropriate adult
- To ensure commitment to the protection and safeguarding of the children and any concerns to be reported to DSL
- To communicate effectively with parents and the team
- Be proactive and use initiative
- To maintain confidentiality
- Undertake the personal care of children as required
- Willingness to complete necessary training and qualifications, such as First Aid and Food Hygiene

Hours to be agreed: between the hours of 3.15pm – 6pm, flexibility is preferable

We can offer one free childcare place whilst you are working in the club

Closing date: Friday 19th September 2025

Interviews: week commencing 22nd September 2025

If you would like any further information regarding this opportunity, please e-mail Rachel Reynolds, Circles Manager at: reynolds.r@welearn365.com