



# Chilton Community Primary School

A member of Children's Endeavour Trust

## Afterschool Club Assistant

**Job Title:** Afterschool Club Assistant

**Address:** Stowmarket, Suffolk IP14 1NN

**Salary:** £25,185 per annum (FTE), £7,887 pro rata salary

**Hours:** 14 hours per week (Monday to Friday), 38 weeks per year (term-time only).

**Contract:** Fixed term (till end of December 2026), required ASAP

We are looking to appoint a caring, enthusiastic and reliable After School Club Assistant to support our after-school provision. This rewarding role involves helping to create a safe, fun and nurturing environment where children can relax and enjoy engaging activities at the end of the school day.

### About the Role

As an After School Club Assistant, you will support the Club Leader in delivering a range of enjoyable, age-appropriate activities for children aged 4–11. You will help ensure that children are safe, happy and well supported during after-school sessions.

### Key Responsibilities

- Support the delivery of activities such as arts and crafts, sports, games and quiet time
- Help ensure the safety, welfare and safeguarding of all children at all times
- Assist with maintaining registers, records and basic documentation
- Prepare and serve snacks in line with food hygiene and allergy requirements
- Set up and tidy away equipment, keeping the environment clean and welcoming
- Work positively with pupils, parents/carers and staff
- Follow school safeguarding, behaviour and health and safety policies
- Work collaboratively as part of a supportive team

### The Successful Candidate Will Have

#### Essential:

- Experience working with children aged 4–11
- Good communication and behaviour management skills
- Ability to engage children in play and structured activities



- An understanding of safeguarding and child protection
- Willingness to undertake First Aid training

**Desirable:**

- Food hygiene certification
- Experience in a school or play work setting
- SEN experience

For further details or to arrange a visit to the school, please call **Mrs Donna Parrott** at the school on **01449 612928** or email [\*\*office@chilton.suffolk.sch.uk\*\*](mailto:office@chilton.suffolk.sch.uk) For further information, please visit our website

**How to apply**

Please complete the **CET Application Form (word)**

Please email your completed application form to [\*\*office@chilton.suffolk.sch.uk\*\*](mailto:office@chilton.suffolk.sch.uk)

**\*Closing date:** 11th June 2026.

**Interview date:** W/C 15th June 2026.

\*We reserve the right to hold interviews as and when applications are received and we reserve the right to offer a candidate the position before the closing date. All candidates are advised to refer to the job description and person specification before making an application).

Chilton Community Primary and The Children's Endeavour Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to have an enhanced DBS and online check carried out.