Appointment of
After School Club Assistant

St Olave's Prep School

BRINGING OUT THE BEST

An introduction to St Olave's Prep School

St Olave's Prep School is a diverse, friendly and very successful co-ed day school. It benefits from a superb reputation in the area for providing an excellent education across the curriculum and nurturing all pupils so that they achieve outstanding success in a wide range of areas. Parents also value the friendly, family nature of the school and the very high quality of teaching. The school was founded in 1932 and became a charitable trust in 1970. The premises have been extensively expanded and modernised to meet demand for places.

St Olave's is a mixed ability school with approximately 220 children aged 3 to 11 years. There is one Nursery class expanding to two forms per Year group from Reception to Year 6. Early Years entry is non-selective, while older children joining the school are assessed for general suitability.

Pupils leaving the school at 11 years usually gain places in a school of their choice, some with scholarships. The schools that the pupils progress on to are independent senior schools in the South East London area and Kent as well as maintained grammar and secondary schools.

The dedicated and highly motivated Trustees, Senior Leadership Team and staff provide a superb environment in which every child can flourish and develop his or her talents to their full potential. The school offers a broad curriculum where pupils achieve academic success while exploring their talents and interests in the creative arts, music and drama.

Our Mission Statement

A St Olave's Prep School education prepares every child to progress to the next stage of their education with self-confidence, technical abilities, knowledge and ideals, so that they can take full advantage of every opportunity that comes their way.

To achieve our aims we

- have high expectations of all children and challenge individual abilities
- encourage and foster a love of learning in a stimulating and caring environment
- prepare children for their future learning
- develop the whole child's academic, pastoral and emotional well-being
- prepare children to become responsible citizens for the 21st century, playing an active role in the community
- provide a happy, safe environment where a child feels confident to talk to staff
- uphold a Christian ethos whilst encouraging respect for all other religions and beliefs
- provide quality first teaching
- provide effective home-school partnership
- cater for individual needs

Our School ethos and culture

- The culture of the school is inspirational and aspirational. Whatever the level of achievement of children when they arrive, they will be supported, challenged and inspired to achieve their best. This is achieved through excellent individual knowledge of every child and by an unrelenting focus upon high expectations and expert teaching.
- We cherish the diversity of our school community. We are a school where children from a rich variety of backgrounds mix readily and easily. We are open minded and have an international outlook, in light of the global opportunities that we are preparing children for.
- Our children make exceptional academic and personal progress. This is made possible by an individual, personal approach to the academic development of each child which is characteristic of our inclusive and warm community. This is a school with a 'family' atmosphere where students mix readily between age groups and great emphasis is placed upon service to others within and outside our community.
- Our emphasis on learning outside the classroom, to support learning inside the classroom is very important to us - we genuinely believe in a creative and balanced education, hence the value we place upon a rich and diverse co-curricular and enrichment programme.
- We provide an innovative education, bringing technology into the classroom to equip children with the skills they need for a life and career in a tech-driven future.

Leadership, Management and Governance

The Head of St Olave's Prep is Miss Claire Holloway, who was appointed in 2017.

The Senior Leadership Team includes:

- Headteacher
- Deputy Head (Academic)
- Assistant Head (Pastoral & Inclusion)
- Head of EYFS
- Bursar and Clerk to the Trustees

The Board of Trustees is headed by the Chairman (Peter Houillon) and consists of up to nine Trustees.

Facilities and Local Area

Our specialist sports facilities can be found 10 minutes from the school, in New Eltham. Every week, groups of children walk to the courts and pitches for their games afternoons.

We are situated in the London Borough of Greenwich on the borders with the London Boroughs of Bexley and Bromley. The catchment area is solid, containing London commuter families as well as parents working locally. Central London is 25 minutes away by train and the school is just off the A20 and about seven miles inside the M25. Our nearest train station is New Eltham.

About our school

The school nurtures children in their most formative years, introducing children of three to the social aspects of mixing with other children and the beginnings of reading, writing and mathematics. By the time they leave the school to transfer to secondary schools, the foundations have been laid for independent study, an understanding of the world of today and their role within it and the ability to problem solve. The St Olave's pupil has an enquiring mind and a motivation to succeed within the context of caring for and respecting others.

Although the school is always full of activity, the atmosphere is calm, caring and conducive to learning, with a respectful rapport between pupils and staff. Teaching combines traditional methods with the use of new technology and is conducted at a pace that maintains the interest and motivation of each pupil. From the start each one is stimulated and encouraged to explore a range of activities, which help to develop confidence and skill. Clubs are varied and led by the children's interests and staff enthusiastically involve their pupils in many supervised activities at lunchtime and after school.

Pastoral care is given high priority and pupils are looked after and supported by staff in all aspects of school life. There is always time to listen, time to talk, and time to help. Parents are encouraged to take an active part in their child's learning.

JOB DESCRIPTION - After School Club Assistant

Duties of After School Club Assistant

The post of After School Club Assistant at St Olave's Prep is an opportunity to work as part of a highly motivated and skilled team of staff who work extremely hard to ensure that our pupils are at the heart of everything that they do. The position involves supervising children and providing after school care during term time. You will be required to support the work of the After School Club Leader in developing and delivering a stimulating, child centred play and activity programme.

Main duties: The role of After School Club Assistant is outlined below.

Whole School Aims

- To encourage all pupils to develop their full potential by stimulating their intellectual curiosity, enthusiasm and imagination.
- To promote excellence in academic, creative and athletic endeavours.
- To teach the value of integrity, morality and a concern for others.
- To enhance pupils' appreciation of their own and other cultures.
- To develop pupils' self-confidence and independence so that they are well equipped to play an active role in society.

Here at St Olave's we also aim:

- To create an atmosphere of happiness and warmth in which children are motivated to work and play to the best of their abilities.
- To offer a broad, balanced curriculum, based upon the National Curriculum.
- To generate – both inside and outside the classroom – a sense of vitality, energy, colour, and a conviction that learning is fun.
- To see lunchtime and after-school extra-curricular activities as essential to the life of the school.
- To maintain close links with parents.

Core purpose:

- To work as part of a team, developing and delivering a stimulating, child-centred play and activity programme.
- To provide ideas to help continually provide a positive, fun and constructive play and activity programme.
- To set up and serve evening tea provided for the children, ensuring that dietary requirements are adhered to.
- To promote and model positive behaviour at all times and facilitate the school Behaviour policy for effective delivery of its aims.

- As part of a team, to work in partnership with parents, listening to their comments, responding to them and keeping them informed and involved in their child's participation and progress.
- To be aware of your team and individual responsibilities with regards to safeguarding and protecting children, and abide by all school policies and procedures.
- As part of a team, to develop a positive attitude and positive relationships within the school and with external agencies where necessary.
- To enjoy working with children and parents and be aware at all time of the potential you have to positively support and influence children to help improve their participation and life outcomes.

Other professional requirements

- The post holder will have a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's Child Protection and Behaviour and Sanctions policies.
- To undertake other duties consistent with the core purpose of the job.
- To exercise responsibility under the Health and Safety at Work Act as set down by the school, including food hygiene.
- Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills.

General

- To uphold and enforce school rules and to work in co-operation with colleagues to promote the high standards of behaviour and concern for others that are part of the school's tradition and mission.
- To attend meetings as may be necessary for the development of the role.
- To act in accordance with the Staff Handbook.
- To be fully aware of and to implement the school's policy on Health and Safety, both when pupils are in school and when they are engaged in school activities elsewhere.
- To cover for absent colleagues when necessary.
- To attend Open Mornings and other such occasions and to liaise with parents and colleagues over all matters relating to the children's progress and well-being as appropriate.
- To take part with the Headteacher in an annual Professional Development Review meeting, which will include the agreement of professional development/training objectives for the coming year.
- To undertake such other duties which the Headteacher may from time to time reasonably request.

This job description may be amended at any time in consultation with the postholder.
If you don't have all of the experience listed above, but are interested in applying, contact the School Office.

After School Club Assistant – Person Specification

Education	
1. Demonstrable levels of Numeracy and Literacy equivalent to GCSE A-C or NVQ Level 2 or by test. (Level 3 desirable)	Interview/Application Form
2. Experience of working with children	Interview/Application Form
Skills	
1. Effective oral and written communication.	Interview/Application Form
2. Excellent working relationships with both children and adults.	Interview
3. Good organisational and time management skills.	Interview
4. Good ICT skills to support learning.	Interview
Abilities	
1. Form and maintain appropriate professional relationships and boundaries with children and adults.	Interview/Application Form
2. Ability to work constructively as part of a team.	Interview/Application Form
3. Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.	Interview/Application Form

The postholder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

To apply, please send a completed application form and a short covering letter demonstrating how your skills and experience make you a suitable candidate for the post. Completed application forms should be sent to the school or emailed to: s.brame@stolaves.org.uk

Applications will be considered on receipt and should arrive no later than **Friday 4th September 2026**. St Olave's reserves the right to appoint to this post before the closing date.

St Olave's Prep School acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Independent School Inspectorate (ISI) requirements. Applicants must undergo child protection screening appropriate to the post, safer recruitment vetting, including checks with past employers, and an enhanced DBS check.

For further information, please see our Safeguarding/Child Protection policy which can be found on our website: https://www.stolaves.org.uk/about-us/school-policies