



NEWCASTLE UNDER LYME SCHOOL

After School Care Assistant

- Start Date: September 2026
- Salary: £8685 per annum (Full Time Equivalent £25,435)
- Contract Type: Part time (16 hours per week), Term Time Only (36 weeks)
- Closing Date: 9am, Wednesday 10 June 2026
- Interviews: Week beginning Monday 16 June 2026

THE OPPORTUNITY

As one of the leading Independent Schools in the country, we pride ourselves on offering a supportive and caring environment for pupils. We are currently looking for an enthusiastic and experienced After School Care Assistant to join our Preparatory School team to help us fulfil our goals to provide outstanding care and education.

As a member of the After School Care team your responsibilities includes supervising the children, ensuring their safety at all times, engaging with them in aspects of play and conversation, setting up activities for children to optionally take part in, meet and greet parents and provide them with feedback on their child's time at the After School Care.

Term Time only contract (36 weeks)

Hours: 16 hrs per week, Mon – Fri between 15.00 and 18.00 hours plus 1 additional hour.

Salary: pro rata annual Actual £8685 per annum (Full Time Equivalent £25,435)

HOW TO APPLY

Applications to be sent to: jhargreaves@nuls.org.uk. Application forms and details are available on the school website at <https://www.nuls.org.uk/vacancies>

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Registered charity no. 1124463.

Qualifications and Experience

THE SUCCESSFUL CANDIDATE WILL HAVE:

- NVQ 2 or above in Child Care or equivalent desirable but not essential, or experience working with young children
- Professional experience of working with pupils at KS1 and/or KS2 would be an advantage
- Personal warmth to gain the confidence of pupils, staff, and parents
- First Aid Certificate (or willingness to acquire)
- The ability to encourage and inspire young people
- Good organisational skills
- The ability to use own initiative
- The ability to work in a flexible way
- Committed to professional development and show a willingness to undertake appropriate training for this role

Job Description

DUTIES AND RESPONSIBILITIES INCLUDE:

- To operate an after school care service for pupils of the Preparatory Department as directed by the Head of Newcastle-under-Lyme Prep School;
- To act as a supervisor for pupils and parents using after school care;
- To keep a register of pupils remaining after school and to record the times they are collected;
- To supervise, control and ensure the safety of pupils remaining after school;
- To implement a planned programme of activities;
- To collect, and serve a light snack and to clean up after service;
- To prepare the ASC venues for activities and to ensure that they are left in a tidy condition; 6. To maintain a safe environment for the pupils;
- To ensure pupils are signed over to only the appropriate persons;
- To ensure behaviour is cordial and polite;
- To ensure pupils look after their own and others property;
- To report any serious issues immediately to the Senior Management.