



After School Care Opportunity in Highfield Prep School (4-11 years)

From September 2026

We have an opportunity in our After School Club in Prep School and we are looking for some additional support for September 2026.

Hours required:

- After School Club from 4.00pm until 6.00pm, Monday, Wednesday and Friday afternoons
- Term-time only (approximately 35 weeks of the year).

Main duties:

- To ensure the safekeeping of the children;
- To assist with the escorting of children from school to After School Care as required;
- To prepare a range of varied activities to engage and stimulate the children who are staying for After School Care;
- To supervise and encourage children in their activities and creative play or in supervised Homework Club which is part of the After-School Care provision;
- To offer assistance and support as required to both the children and the other staff;
- To ensure the staff team work together to provide children with high quality play opportunities;
- To liaise with parents and carers at the beginning and end of each session;
- To keep a daily register of those attending After School Care;
- To assist with the general upkeep and organisation of After School Care rooms;
- To be on call for any minor medical matters and refer to the Wellness Centre where necessary.

Person specification:

- Applicants should ideally have experience of working with children in a similar setting or to be able to demonstrate that they have the relevant skill set and interest to be able to do so;
- Whilst childcare qualifications to Level 3 would be ideal, those After School Care Helpers will be working alongside our Early Years Practitioners and so qualifications to this level are not essential;
- Most important is a desire to work with and support children in a before school and after school provision and to help in maintaining this provision as a caring and safe environment for the children.