

JOB TITLE: **AFTER SCHOOL CARE ASSISTANT**

ST CHRISTOPHER'S SCHOOL INFORMATION FOR CANDIDATES

Role commences: **As soon as possible**





ST CHRISTOPHER'S SCHOOL

St Christopher's School & Nursery in Epsom has been providing an exceptional start to children's education for over 85 years. Founded in 1938, the school has built a reputation for offering children from 2¾ to 7 years old a joyful, nurturing and inspiring first experience of learning. Today, St Christopher's is a modern, forward-thinking, non-denominational school where strong traditions sit alongside innovation.

The school is located close to Epsom Downs, with bright classrooms, specialist teaching, a dedicated Nursery, gardens, and well-equipped outdoor play areas. Its location offers the best of both worlds: a peaceful suburban setting within easy reach of London and the Surrey countryside.

St Christopher's is now part of the Reigate Grammar School (RGS) family, having joined the group in May 2025. The RGS family is a community of exceptional schools in Surrey and internationally, united by shared values, high aspirations and a commitment to helping every child flourish.

The school is a member of the Independent Schools Association (ISA) and has been recognised nationally, previously winning Junior Independent School of the Year and annually wins national art competitions. It has also recently won the award for 'Independent Pre-Prep of the Year 2025' and is a finalist for the ISA award for 'Excellence and Innovation in Early Years'. The School aims to ensure that they support families in finding the best fit junior school for their children. Children leave at the end of Year 2 ready for a seamless transition into one of the RGS family prep schools or a range of other leading junior schools, both independent and maintained.

There are around 150 boys and girls across Nursery, Reception, Year 1 and Year 2. Small class sizes and specialist teaching in subjects such as Music, French, PE and Art ensure that children receive personalised support and challenge, fostering curiosity and a genuine love of learning. Pastoral care is central, with staff knowing each child as an individual and helping them to grow in confidence, resilience and kindness.

St Christopher's believes in educating the whole child. Academic rigour is complemented by a vibrant enrichment programme, including forest school, drama, music ensembles, productions, art, and a wide choice of clubs. Outdoor learning and play are highly valued, with children benefitting from regular exploration in the school's outdoor space. Sport is an important part of life, and all pupils enjoy access to PE and physical activity that promote teamwork, fitness and enjoyment.

Creativity and performance play a leading role. Concerts, assemblies, productions and art exhibitions allow children to share their talents with families and the wider community. The school's close-knit ethos ensures that children develop both confidence and compassion, preparing them for the next stage of their education and for happy, fulfilled lives.

At its most recent inspection, the school was rated "Excellent in all areas," reflecting the outstanding teaching, pastoral care and breadth of opportunities available. Parents consistently praise the family-like atmosphere, the school's emphasis on values, and the strong foundations laid for future success.

"Pupils make excellent progress throughout the school. By the time they reach Year 2, they achieve at high levels compared with pupils of the same age nationally, because of a carefully planned broad and challenging curriculum in line with the school's aims, together with highly effective teaching." - ISI Inspection 2023



JOB DESCRIPTION

Working with the After School Care Manager, you will be responsible for the development and daily supervision of the after-school club, providing a safe, caring and stimulating environment for children. To work in partnership with parents and carers, and to promote the wellbeing of the children. To develop, implement and review the policies, procedures, and practices within the after-school club in line with the agreed principles of the school ethos.

This job description indicates the range of duties involved, it is not intended to be all-inclusive and requires the post-holder to be flexible and show initiative. The post holder may perform other related duties as required to meet the ongoing needs of the school.

The post holder is responsible to the After School Care Manager and to the Headteacher and Deputy Head. The post holder also interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with pupils, parents, and support staff, including outside agencies.

DUTIES/KEY RESPONSIBILITIES:

Supporting the class teachers as directed. Duties may include (but not limited to):

- Undertake the daily supervision of the after-school club, developing and maintaining high standards throughout to always ensure the welfare of the children.
- To plan age-appropriate, stimulating, and engaging activities for the children who attend after school care at St Christopher's.
- Ensure children have access to well-planned appropriate activities to support their physical, emotional, social, and intellectual development considering families' ethnic, cultural, and linguistic backgrounds, ensuring that the school's Equal Opportunities Policy is adhered to.
- Maintain the after-school club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, and be responsible for all Health and Safety matters in the after-school club to ensure the safety and wellbeing of all those who use and work in the club.
- To supervise the safe escorting of children to always ensure their wellbeing.
- To be willing to receive first aid training and administer first aid to children if required.

- To maintain registers accurately and efficiently.
- Take a key role in suitably, equipping the after-school club to provide a stimulating environment for the children and implement policies and procedures within the school club.
- Deal with any immediate problems or emergencies arising according to the school's policies and procedures.
- Report back to the appropriate member of staff using the school's agreed referral procedures on the behaviour of pupils during the before/after school club, or any other issues that may be relevant.
- Promote and reinforce school policies, practices, and procedures, including an understanding of child protection and health and safety responsibilities.
- The After School Assistant will be expected to act as an adult role model and support school policies when dealing with pupils, parents, carers, visitors, and all members of the school community.

OTHER RESPONSIBILITIES:

- To attend relevant training and meetings as required.
- To respect and ensure confidentiality is always adhered to.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with SLT.
- To understand and apply school policies in relation to health, safety, welfare, and behaviour of pupils.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- St Christopher's is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. To share in the responsibility for the discipline and pastoral care of the pupils, including the safeguarding and promoting of children's welfare.
- To undertake additional duties as may be reasonably requested by the Line Manager, the Headteacher or Governors. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of Senior Management Team.



PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

- Relevant level 3 Early Years childcare qualification is required
- Previous experience of supervising/working with groups of young children in a nursery/play setting

QUALITIES AND SKILLS

- Welcoming, fun and enthusiastic demeanour
- A passion for working with young children
- The ability to engage and motivate others
- Respect for others – children, parents and colleagues
- Excellent communication skills with children, parents and colleagues
- Patience
- Ability to maintain confidentiality
- Ability to work as a member of a team as well as take initiative as an individual
- Awareness of health and safety issues as they relate to the care of young children
- Flexibility, enthusiasm and a sense of humour and fun
- Commitment to equal opportunities

The school has a dedicated friendly staff who work together to create a happy, caring, family environment for the children in our care.

SCHOOL STANDARDS

It is important to recognise that St Christopher's School Staff must maintain professional standards at all times and to recognise that they are role models for the pupils in many respects.

Such professional standards include:

- Dress: Members of the team are expected to maintain a smart and professional appearance and wear appropriate clothing whilst at work;
- Punctuality: this is expected in all aspects of work;
- Duty of Care: keeping our pupils safe and acting in the child's best interest at all times;
- Propriety and behaviour: all staff are expected to adopt high standards of personal conduct in accordance with the Staff Code of Conduct;
- Taking good care of the fabric of the School.



FURTHER INFORMATION

TERMS AND CONDITIONS

- Non-teaching staff at St Christopher's School are remunerated according to their own salary scales.
- Employees are entitled to join the School's Defined Contribution Pension Scheme.
- Lunch is provided free of charge during term time.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. The Reigate Grammar School group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

The Reigate Grammar School group is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates

will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by **Friday 10 April 2026, 9.00am** at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

The Reigate Grammar School group is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resources and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org



SCHOOL LOCATION AND DIRECTIONS

St Christopher's School is located in the historic market town of Epsom, well known for its green open spaces, thriving town centre and the world-famous Epsom Downs Racecourse. The town combines excellent amenities, including independent cafés, restaurants, and shops, with easy access to beautiful countryside. Epsom has regularly been recognised as one of the best places to live in Surrey, offering a strong sense of community, outstanding recreational facilities, and excellent transport links into London and the wider region.

By Road

St Christopher's School is situated just 10 minutes walk from Epsom town centre. The most direct route is via the M25. Exit at junction 9 and follow the A24 north towards Epsom. The school is located on Downs Road, within a short distance of the town centre and Epsom Downs.

By Rail

Epsom station provides frequent mainline services into London Waterloo, London Victoria, and London Bridge, as well as routes to Guildford, Horsham and Dorking. The station is within easy reach of the school.

By Air

Gatwick Airport is approximately 30 minutes away by road, while Heathrow Airport can be reached in around 40 minutes. Both offer frequent domestic, European and international flights.

