



FIDES et OPERA

BROMLEY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST



ABC Club Assistant

September 2025

RECRUITMENT BRIEF

Bright Minds, Bright Futures

Job Description

A committed and enthusiastic Wrap-around Care Assistant is required to join our thriving ABC Club team. The Wrap Around Care Assistant plays a vital role in providing high-quality childcare and support to students before and after school. The position involves assisting with various activities, ensuring the well-being of students, and maintaining a positive and inclusive atmosphere.

This is a part time role based on 12.75 hours a week in term-time. The hours of work are Monday and Friday 3.00-6pm, Tuesday to Thursday 3.00-5.15pm.

The Junior School consists of over 300 girls with a two-form entry throughout. Teachers and support staff work closely together to plan and deliver an exciting curriculum learning journey. The ABC Club team provide full wrap-around care from Reception to Year 6 and offer activities to enhance the learning in school, situated in our beautiful new extension with external access to our extensive grounds.

Please note that the GDST recruitment policy means that contracts are subject to a probationary period.



Job Description

Job purpose: To assist in providing a safe, caring and stimulating environment for children after school hours, including play, learning opportunities and a complementary learning and the acquisition of skills.

Accountable to: ABC Club Supervisor

Accountabilities:

Communications

- a. Where appropriate, develop a relationship to foster links between home and school, and to keep the school fully informed of relevant information.
- b. Be aware of confidential issues linked to home /pupil /teacher /school.
- c. Work collaboratively with colleagues to meet the needs effectively of all pupils.
- d. Communicate concerns and observations to the relevant person regarding health & safety issues and child protection issues to maintain the school's duty of care.
- e. Liaise with parents regarding the effective sharing of information regarding the collection of pupils.
- f. Assist in the maintenance of appropriate records of pupil attendance, and to meet other statutory and school requirements.

Pastoral Care

- a. Co-ordinate the planning, implementation and monitoring of a varied programme of group and individual activities alongside the ABC Supervisor, appropriate to the age ranges of the children involved, in a secure and friendly atmosphere in order to widen children's interests and develop their participation in play.
- b. Develop links with teaching staff to ensure that activities support children's physical, emotional, social and intellectual development.
- c. Liaise with ABC staff, parents and external agencies on the implementation of appropriate strategies to ensure that all children are supported pastorally.
- d. Encourage appropriate behaviour and social interaction between pupils.
- e. Administer first aid, maintaining records and informing parents. Report all serious accidents to the ABC Supervisor as soon as possible.

Health and Safety

- a. Communicate concerns and observations to the relevant person regarding health & safety issues and child protection issues to maintain the school's duty of care.
- b. Ensure that effective arrangements are in place for the escorting of children and the safe delivery to parents and/or named carers.
- c. Serve healthy meals/snacks provided by the Catering Company in order to promote healthy eating.
- d. Ensure the accommodation used is maintained to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff, reporting any issues to the site team.

Training & Development of self and others

Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills, including attendance at annual safeguarding training.

Review and amendment: This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Qualifications/Attainment

Food Hygiene Certificate or willingness to acquire (E)

First Aid qualification or willingness to acquire (E)

Evidence of attainment in a recognised childcare qualification i.e. NVQ Level 3, NNEB, City & Guilds, BTEC etc or through relevant experience (D)

Evidence of attainment or training in Child Protection issues/procedures (D)

Willingness to participate in further training and developmental opportunities offered (E)

Experience

Relevant experience in a childcare setting, preferably educational (D)

Demonstrable evidence of establishing positive relationships with children (E)

Experience of planning and preparing basic craft materials for children (D)

Skills required

Ability to demonstrate active listening skills (E)

Ability to use language and other communication skills to which children can relate (E)

Ability to empathise with the needs of children (E)

Ability to work effectively with other colleagues (E)

Ability to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes (E)

Ability to provide and facilitate safe and creative play opportunities (E)

Knowledge Base

A good standard of education, particularly in English and Mathematics (E)

Knowledge of appropriate First Aid procedures or willing to attend a relevant course and an understanding of Health and Safety requirements (E)

Knowledge of National Curriculum requirements for the age of the pupils (D)

Knowledge of the use of basic technology i.e. photocopier, computer, iPad, digital camera (D)

Knowledge of Child Protection issues (E)

Attitude/Approach

Willingness to be professionally discreet and to maintain confidentiality on all school matters (E)

Willingness to adopt a flexible approach to all directed tasks (E)

Willingness to work as part of a team. (E)

E = Essential D = Desirable

You Will Be

Positive & Enthusiastic

Professional & Motivated

Flexible & Approachable

You Will Have

A high degree of personal drive and energy

An innovative approach



All Members Of Staff Are Expected To

Support the school vision and the current school objectives outlined in the School Development Plan

Contribute to the school's plan of extra-curricular activities

Support and contribute to the school's responsibility for safeguarding students

Respect the health and safety policy, ensuring a safe working environment for staff, students and visitors

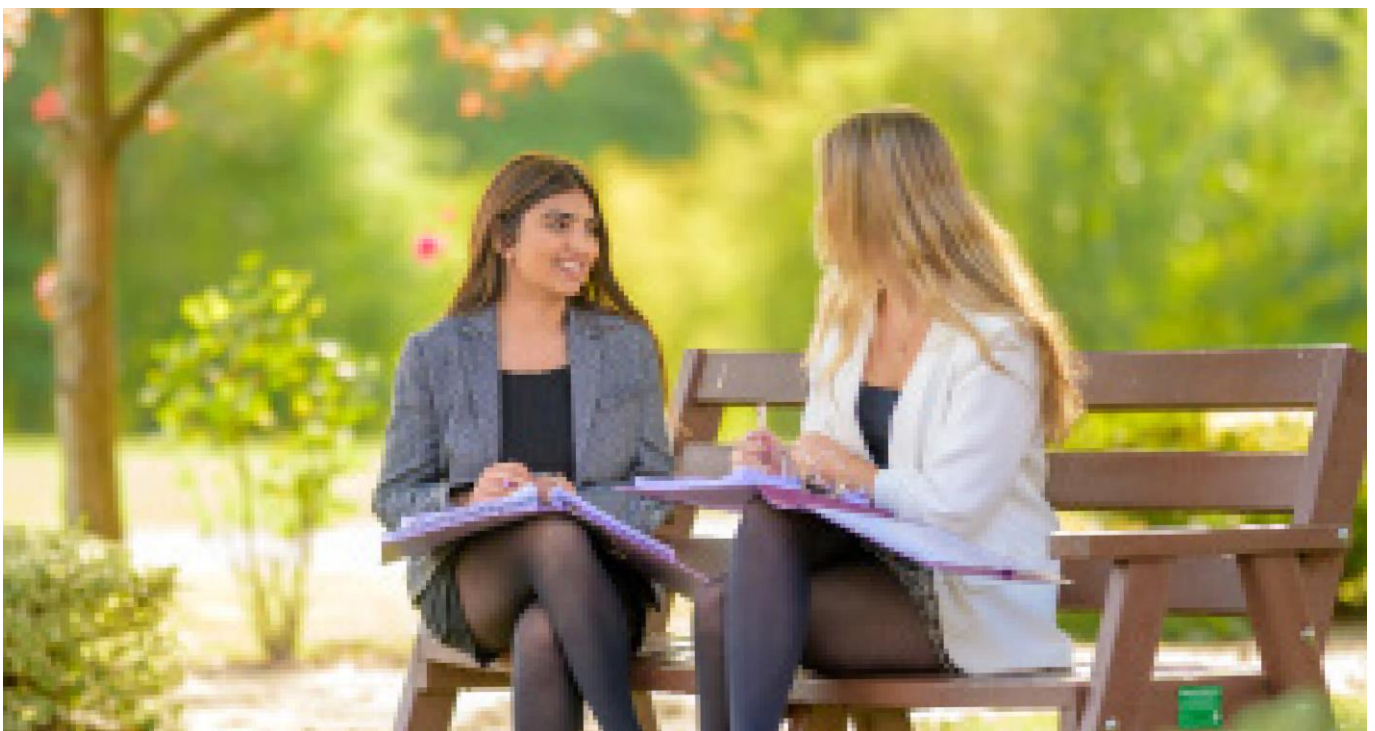
Work within the GDST's Diversity Policy, promoting equality of opportunity for all students and staff

Maintain high professional standards of attendance, punctuality, appearance, conduct positive, courteous relations with students, parents and colleagues

Engage actively in the performance review process

Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars

Undertake other reasonable duties related to the job purpose required from time to time



Salary & Benefits

The GDST offers a competitive salary scale and generous benefits. The starting salary for this post will be paid on a Support Staff Grade 2 £28,587 (FTE). Based on 12.75 hours a week, term-time only this equates to around £8483.00 a year.

- Access to extensive professional development opportunities
- Training grants for qualifications
- Generous pension schemes
- Free life assurance benefit
- Free school lunches
- A discount of up to 50% on fees for children at GDST schools, pro-rata
- Interest free loans for training, computer purchase loans and travel season ticket
- A Cycle to Work scheme
- Competitive terms and conditions of employment
- Access to school multi-gym, swimming pool, yoga classes

How To Apply

Applications must be received by 8.00am Monday 15th September 2025.

Interviews will take place as soon as possible.

Please note that early applications are encouraged, and the position may be closed sooner in the event of sufficient suitable applications being received.

Please apply sending a covering letter and completed application form to hr@bro.gdst.net.

CVs are welcomed but they must accompany a fully completed application form.

Candidates who are invited to interview will be required to bring an original identification document (e.g. passport) and proof of eligibility to work/reside in the UK as well as documents confirming educational and professional qualifications.

Bromley High School and the GDST are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Any candidate wishing to seek additional information should contact:

Jacqui Oxlade, ABC club supervisor – J.Oxlade@bro.gdst.net

www.bromleyhigh.gdst.net

