



Role Title

Harefield Primary School



Location:	After school Club Assistant
Contract:	12 hours per week / 4 afternoons Per week (39 weeks per year)
Salary:	Between £3,482 to £3,537 per annum (actual) £25,614 to £26,016 per annum full time equivalent
Application deadline:	20.10.2029
Interview date:	22.10.2026
Start Date:	02.11.2026 or as soon as possible

Harefield Primary School is a nurturing and vibrant school, serving Harefield and Bitterne, on the east side of Southampton, where the children are at the heart of all that we do.

Our values of the school – Be Aspirational, Be Safe, Be Kind - are woven through the curriculum and the wider school day, ensuring that all children are motivated, happy and secure, achieving well academically and socially.

To work at Harefield means being a crucial member of a hard-working and supportive team. We are all striving together to secure the best outcomes for all our children and to support their families throughout their primary school journey. We are working towards becoming a trauma informed school.

We are proud of our open, approachable leadership team who prioritise staff wellbeing and professional development. We understand the importance of work-life balance and strive to create a working environment that is both purposeful and positive. We invest in our team, offering opportunities for training, mentoring, and career progression.

Harefield Primary is in the Edwin Jones Partnership of Hamwic Education Trust (HET); a large, fast-paced multi-academy trust with currently 37 schools across the South Coast: Portsmouth, Southampton, Poole and Dorset.

Role Summary:

We are looking for a caring, enthusiastic and reliable Afterschool Club Assistant to join our team and help provide a safe, welcoming and enjoyable environment for children at the end of the school day.

The successful candidate will work as part of the afterschool club team, supporting the supervision and care of children and helping them to have a positive and enjoyable experience. You will assist with a range of fun and engaging activities, such as arts and crafts, games, construction, reading, imaginative play and outdoor activities.

The role will also involve supporting snack time, helping to maintain a clean and safe environment, encouraging positive behaviour and ensuring that children's individual needs are met. You will work closely with colleagues and communicate positively with children, parents/carers and school staff.

We are looking for someone who is kind, patient, approachable and enjoys working with children. Previous experience of working with children would be desirable, but most importantly, you will have a positive attitude, be willing to learn and be committed to providing high-quality care.

The successful candidate will be expected to follow school safeguarding procedures, support the school's values and contribute to creating an inclusive environment where every child feels safe, happy and valued.

We are seeking a professional individual who:

- Is caring, friendly and approachable, with a genuine interest in working with children.
- Can help create a safe, happy and welcoming environment where children feel valued and supported.
- Enjoys playing, talking and engaging with children and helping them to have fun.
- Can support a range of age-appropriate activities, including games, arts and crafts, construction, reading and outdoor play.
- Is patient, calm and positive when supporting children with different needs and behaviours.
- Has good communication skills and can build positive relationships with children, colleagues and parents/carers.
- Understands the importance of safeguarding and child protection and is committed to following school policies and procedures.
- Can work effectively as part of a team and follow the direction of the Afterschool Club Supervisor.
- Is reliable, responsible and organised, with a positive attitude towards their work.
- Is willing to help with snack time, setting up activities and keeping the club clean and tidy.
- Is committed to promoting positive behaviour, inclusion and respect.
- Can recognise and respond appropriately to children's individual needs and wellbeing.
- Is willing to get involved, have fun and make a positive difference to children's experiences.
- Is committed to upholding the values and ethos of the school.

What we offer you:

- An opportunity to be part of a collaborative team with a shared vision of excellence
- A real career path in a thriving and respected organisation
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme
- Generous holiday entitlement, increasing with length of service (support staff)
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to wellbeing support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Access to financial wellbeing support through a company that provides comprehensive guidance on all things mortgage related
- Eligible for a Blue Light card

About Hamwic Education Trust:

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

HET recognises that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education and value the differences our workforce brings to HET.

Application Procedure:

If you would like to discuss the role further, please contact Paula Burgess, School Operations Manager by emailing recruitment@hpslive.net to arrange an informal chat or have a tour of the school. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

If you wish to apply for this position, please complete an application form which can be found at [Job vacancies | Careers | Hamwic Education Trust | Multi-academy Trust](#) and return to recruitment@hpslive.net

CV's will only be accepted along with a completed application form.

Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks. Successful candidates will also be subject to online searches.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees are required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.