



ALLEYN'S

JUNIOR SCHOOL

Appointment of

**After School Care Assistant**

Part-time, term-time only  
from 3 September 2026

Information for Applicants

# Letter from the Head of the Junior School

## Dear Applicant

Thank you very much for your interest in the position of After School Care Assistant. Alleyn's Junior School is a close-knit community and a wonderful place to work. I am the Head, Simon Severino, and I am writing to you to explain why I think it is so special.

Alleyn's Junior School caters for children between 4- and 11-years old and is part of Alleyn's School, a 400-year-old co-educational independent school on a 30-acre campus in the heart of Dulwich, South London. Whilst the children embrace the school's shared facilities, including acres of grounds with a breath-taking view of the City of London, a highly-regarded 300-seat theatre and our much loved swimming pool and numerous sports facilities, they also benefit from a self-contained junior school community, in its own beautifully redeveloped and architecturally recognised buildings. This means that every child is seen as the individual they are and able to find their feet quickly on their school journey. Helping children to find their thing and be all that they can be is very much our shared goal.

We are well known for being an academically selective and highly performing junior school. Most importantly though, we offer our children a broad, holistic education so that they can discover their passions and build the foundations for a lifelong love of learning. Working at Alleyn's Junior School, you'll find yourself working with bright, curious and engaged children who bring with them the passion, enthusiasm and creativity that makes every lesson unique and inspiring. Whatever their interests might be, we fling open the doors for them!

Life is full and busy here at Alleyn's Junior School, as children throw themselves into a full range of sport, music, dance, drama, art and other cocurricular clubs. Because they automatically receive a place at the Senior School, they have the time and the space to be children, to explore learning for learning's sake and to find the joy of discovery and enlightenment through the academic curriculum, our cocurricular offer, our House system which extends from reception through to Year 6, and through copious amounts of play.

As a team, we are one staff, coming from both independent and state settings and working closely together, whether we are teachers or play an operational role. We love to work as a team for our school events. Whether it's our annual Year 6 play, our infant nativity, our comedy show *A Bit of a Laugh* and our *Alleyn's Junior School's Got Talent* competition, staff come together to play their part. Because we work together in every aspect of school life, we enjoy a strong bond, regular social events and a shared common space. There is a real sense of camaraderie and true partnership, with everyone supporting each other, and there are plenty of opportunities for development and progression.

The Alleyn's Junior School community is inclusive and welcoming, and we work in partnership with our parent body, who regularly come on site before and after school, as well as for events, coffee mornings and workshops. Diversity and inclusivity are very important to us, and this is something we as staff have worked closely with parents on, to make sure that children understand from an early age that diversity is a cherished and important part of life and that their experience at school reflects that. The genuine diversity of pupils is reflected in the diversity of our staff body.

The informality, the warmth and the grounded approach at Alleyn's Junior School really is infectious, and I hope you will feel it the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school, on the contrary we have an unpretentious warm, energy, that permeates through every classroom.

I am delighted that you are interested in Alleyn's Junior School, and I look forward to reading your application.

Yours faithfully



**Mr Simon Severino**  
The Head (Junior School)



# About The Role

Thank you for your interest in the role of After School Care (ASC) Assistant at Alleyn's Junior School. This role supports the day-to-day running of our after-school provision for children aged 4–11 years.

The ASC Assistant will help ensure that our pupils are supported in their homework, supervised in play and served refreshments over the course of the afternoon. The candidate should be engaging and dynamic with a proven ability to manage large group activities whilst being empathetic to individual needs. Good IT skills are desirable for registration and communication purposes.

The ASC Assistant will work closely with the ASC Manager and the wider Junior School team to ensure the safety, well-being and positive experience of all children attending after-school care. The successful candidate will help create a nurturing, stimulating and inclusive environment where pupils can relax, play and take part in a range of activities at the end of the school day.

## Duties and Responsibilities:

- Under the direction of the ASC Manager, provide a happy, purposeful and safe environment for our children through the supervision and support of individuals and small groups;
- Monitor the behaviour of children at ASC and make provision for communicating incidents to the ASC Manager;
- Provide a point of contact for parents and carers in relation to the care of their children;
- Telephone parents/carers when necessary;
- Supervise student helpers from the Senior School;
- Help supervise and administer the afternoon snack;
- Set and clear up board games and creative activities;
- Help supervise, serve and clear up the cold tea, returning the trolley to the canteen;
- Monitor the correct use of IT devices by the children, notably the Juniors' iPads;
- Supervise outdoor play / hall play when necessary;
- Respond dynamically to groups and individual students to ensure all ASC attendees are engaged in mutually rewarding activities;
- Monitor the ASC resources for indoor and outdoor play;
- Provide a quiet area for reading and homework tasks;
- Monitor and assist children with their homework;
- Monitor, welcome and regulate visitors on site;
- Be responsible to the ASC Manager for implementing systems and routines;
- In consultation with the ASC Manager, support the maintenance of registers and be aware of medical/first aid needs;
- Be aware of the school's Health & Safety Policy;
- In conjunction with all staff of the school, support, promote and act within the school's policies and practices about data protection;
- Promote the school's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment;
- In conjunction with all staff of the school, support, promote and act within the school's Safeguarding Policy;
- Any additional duties, as directed by the ASC Manager which are within the reasonable capability and responsibility of the ASC Assistant.

## Our Values (the Alleyn's ROCCK!)

Respect  
Opportunity  
Curiosity  
Courage  
Kindness

# Person Specification

### Education & Experience:

- Proven track record of successfully working with junior school-aged children (4–11 years).
- Experience of working with children in a structured setting such as a school, day-care environment, holiday camp, or similar provision (desirable).
- Understanding of child protection practice and a strong commitment to safeguarding and promoting the welfare of children.
- Willingness to undertake an appropriate First Aid qualification if not already held.
- Complete Food Serving Training if not already qualified.

### Skills:

- Ability to work flexibly, efficiently, and to deadlines in a busy and demanding environment.
- Proven dynamism and versatility to confidently organise group games and activities.
- Ability to empathetically engage with and care for all ages in the Junior School.
- Strong organisational skills and the ability to maintain high standards under pressure.
- Proficiency in using IT for administrative or communication tasks.
- Effective communication skills, with the ability to interact professionally with children, colleagues, and parents.
- Ability to maintain discretion and confidentiality while remaining friendly, approachable, and supportive.
- Confidence in managing groups of children and responding appropriately to their needs and behaviours.
- Ability to contribute positively to a team and support colleagues behind the scenes.

### Personal Attributes:

- Patient, calm, and positive attitude, with a genuine enjoyment of working with children aged 4–11.
- Flexible and adaptable, with an understanding of the particular needs of younger children.
- Warm, approachable, and able to build trusting relationships with pupils.
- Committed to upholding the ethos and values of Alleyn's Junior School.
- Professional in appearance and conduct, reflecting the standards expected within an independent school environment.
- Supportive of independent school education and the wider aims of the school community.

### Line Management

The ASC Assistant is managed day to day by the ASC Manager.



# Working at Alleyn's

## Terms and Conditions

This is a part-time, term-time only role working 10 hours per week, based on-site at Alleyn's Junior School. Core working hours are 3:30pm to 5:30pm Monday to Friday. There may be other occasional school events that also require the role holder's presence.

The salary is £5,720 per annum (based on a full-time equivalent of £28,939 per annum), paid in monthly instalments. This is a permanent position, subject to the successful completion of a six-month probationary period.

The school provides additional benefits to its staff, including income protection insurance, an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of school facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, and holiday purchase scheme, access to the library, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different, and it is a taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 8% employer contributions.

On completion of the required recruitment checks, the post would be available to the successful candidate from 3 September 2026.

## Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



# Arrangements for the Appointment

## Applications

Further information about how to apply can be found on our website, [www.alleyns.org.uk/jobs](http://www.alleyns.org.uk/jobs).

**The deadline for applications is midnight on Thursday 23 July 2026.**

**We reserve the right to interview candidates as applications are received and may appoint to the role before the closing date. Therefore, we encourage early applications to ensure full consideration.**

If you have any questions you are very welcome to contact Human Resources by email at [jobs@alleyns.org.uk](mailto:jobs@alleyns.org.uk) or by phone on 020 8613 5016.

## Interviews and Appointment

Interviews will be conducted at the school the week beginning 27 July 2026. This will consist of interviews with relevant colleagues including the ASC Manager. There will also be an opportunity to meet with other relevant staff.

Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

## Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

## Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.



Alleyne's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyne's School, Townley Road, Dulwich, London, SE22 8SU

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