



The Mall School

After School Club Supervisor – Fixed Term, until 31 August 2026

The Mall School in Twickenham is an independent day school for children aged 6 months to 11 years. The school is a charitable trust with a board of governors and is a member of the Independent Association of Preparatory Schools. Pupils leave the school after Year 6 to go to a range of leading state grammar and independent day schools including King's College School, Wimbledon, Hampton School and Kingston Grammar School.

The Mall is a friendly and welcoming environment, which expects the best of its pupils. Relationships between staff and children are excellent. Further details about the school are available on our website, as is a copy of the last school inspection report.

The Post

This is a part-time, fixed term and term time only position and is appointed by and accountable to the Headmaster via the Bursar to work alongside another After School Club Assistant for the supervision of pupils (4-11) on the main school site in the After School Club.

The hours of work are 3.00 p.m. – 6.00 p.m. Monday to Friday (term time only). Salary will be **£8,094.00 including holiday pay.**

This is a fixed term role to start with but may be extended if the need for the role continues.

Main duties and responsibilities:

1. Take overall responsibility for the planning, scheduling and delivery of high quality play based activities (play curriculum) in a safe and caring environment. Produce half termly plans of activities which are made available to the Extra Curricular Coordinator and pupils.
2. To supervise and manage the scheduling of the after school club assistant to enable full use of extra-curricular programme, preparation of high tea, reading with pupils and to support homework where required.
3. To work with the Extra Curricular Coordinator to manage a termly budget for resources.
4. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
5. Responsibility for daily register, and use of school database to obtain and update pupil details.
6. To administer minor first aid (as trained) and assist with sick children where necessary. To comply with the School First Aid policies and procedures, ensuring all accidents are recorded appropriately and that parents are informed.
7. Attend training as necessary.



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AFTER SCHOOL CLUB SUPERVISOR

Training and Qualifications	Essential	Desirable
Good basic education to GCSE level, or the equivalent, in English	✓	
NVQ minimum level 4 in Childcare		✓
First Aid qualification		✓
Food Hygiene qualification/training		✓

Technical Skills and Experience	Essential	Desirable
Experience in a school setting or working with 4-11 year olds	✓	
Relevant management/supervisory experience	✓	
Playwork or equivalent experience	✓	
Competent in using computer systems including email and Word	✓	

Abilities and skills	Essential	Desirable
Analyse problems and formulate creative solutions	✓	
Work cooperatively with others	✓	
Ability to respond to change positively	✓	
Ability to take the initiative, take the lead and take charge	✓	
Excellent communication skills	✓	
Proven organisational skills	✓	
Ability to recognise and manage stress	✓	



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Knowledge and Understanding	Essential	Desirable
Good understanding of special educational needs and EYFS	✓	
Understanding and commitment to equality of opportunity	✓	
Knowledge of the independent school system		✓

Personal Qualities / Attitudes	Essential	Desirable
Commitment to quality and excellence	✓	
Well-organised, hard-working and efficient	✓	
Sense of humor	✓	

The Mall 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 will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

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.

CVs alone will not be accepted, but may be submitted in support of the completed application form. Applications may be sent by post, marked for the attention of the HR and Compliance Manager, or by email to: compliance@themallschool.org.uk.

The deadline for applications is Friday 16 October 2026. Interviews will be conducted in the week commencing Monday 19 October 2026.