

# After School Club Leader



**Responsible to:** Commercial Enterprise Manager

**Salary:** Grade 1 - £8,105.51 (£12.71 per hour)

**Hours of work:** Term Time only - Monday to Friday, 3:30pm-6:15pm. (13 hours 45 mins per week)

## Job Purpose

We are looking for two enthusiastic and energetic individuals to join our After School Care team and help create a fun, safe, and engaging environment for our pupils aged 4 - 11 years.

This role would particularly suit someone seeking part-time work, such as an individual with flexible availability.

Reporting to the Commercial Enterprise Manager, the After School Care Practitioner will play a key role in the end-to-end delivery of a varied and engaging programme of activities, supporting children's wellbeing, creativity, and enjoyment at the end of the school day.



## **JOB DESCRIPTION**

### **After School Care Practitioner - Duties**

#### Session Delivery

- Lead the after school activity club, ensuring high standards of delivery.
- Start and end sessions at the scheduled times
- Create an engaging, inclusive environment that supports the needs of all participants.

#### Day to Day

- Ensure equipment is safely set up, used appropriately, and stored correctly after use.
- Leave all St Leonards spaces clean, tidy, and returned to their original condition.
- Support children with the choice of an evening meal during the session.

#### Communication

- To promote positive relationships with parents, children and colleagues.
- Communicate fairly and equally with parents/carers regarding all aspects of the service.
- Liaise with the Commercial Enterprise Manager regarding holiday/sickness cover, staff meetings, etc.

#### Health & Safety

- Follow supplied Risk Assessments and demonstrate ongoing awareness of Health & Safety requirements during all activities.

- Uphold safeguarding policies and procedures in line with school expectations, ensuring the safety and wellbeing of all participants.

#### Pastoral Care

- To safeguard and promote the health, safety and welfare of the children.
- To provide an inclusive, nurturing, safe, and welcoming environment that incorporates the children's ages, interests and abilities, with a child-centered approach.
- To provide comprehensive care for the children including collecting them from classrooms within the School, at handover to parents at collection, and walking them to the bus pick up point if required.

#### Development

- Use self-evaluation to identify areas for improvement
- Be willing to undertake relevant qualifications and training sessions that will support the quality of the childcare setting.
- Demonstrate a commitment to ongoing CPD eg. training and staff meetings.

#### Other

- Be involved in the annual housekeeping days (stock checks, deep clean of materials) where required,
- Undertake other tasks relevant to the job, as requested by the Commercial Enterprise Manager
- Administering First Aid when necessary. (First Aid Training will be provided).

#### **Uniform**

Dark trousers/skirt and soft shoes(not supplied).

Branded polo top, fleece and raincoat (supplied).

#### **DISCOVER ST LEONARDS**

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged 5 to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with c.550 pupils from Kindergarten to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

**stleonards-ffe.org**

St Andrews, Scotland KY16 9QJ Registered Charity SC016693

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is Ad Vitam ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year for Academic Performance' in 2024 and 2026 by the Sunday Times

The average IB Diploma points score in 2025 was 36, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A\*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life, Ad Vitam.



## **PERSON SPECIFICATION**

### **Essential Criteria**

#### Qualifications & Registration

- Willing and able to become part of the PVG (Protecting Vulnerable Groups) scheme membership.

#### Experience

- Experience working with children (within formal or informal settings).
- Understanding of child development and wellbeing.

#### Skills & Abilities

- Ability to provide a safe, nurturing environment.
- Good communication skills (with children, parents, staff).
- Ability to work:
  - as part of a team
  - on own initiative
- Organisation and time management skills.
- Ability to plan and deliver play-based activities.

### **Personal Qualities**

- Friendly, approachable and enthusiastic.
- Reliable and punctual.
  
- Flexible and adaptable.
- Commitment to safeguarding and children's wellbeing.

### **Desirable Criteria**

#### Qualifications & Training

- SVQ Level 3 in Playwork / Childcare (SCQF Level 7).
- First Aid / Food Hygiene / Child Protection training.
- Additional CPD (continuing professional development).

#### Experience

- Experience in:
  - after school clubs / wraparound care.
  - educational or childcare settings.

- Experience working with children with additional support needs.

#### Skills & Knowledge

- Knowledge of:
  - Health and Social Care Standards
  - Playwork principles.
  - Scottish childcare policies
- Ability to offer special skills or activities (e.g. sports, arts, languages).

#### Personal Attributes

- Creativity and imagination.
- High energy / physical ability to engage in activities with children.
- Interest in areas like outdoor learning.



### THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via email to [recruitment@stleonards-fife.org](mailto:recruitment@stleonards-fife.org) and should include the completed application form, which can be downloaded from the school website via the link below.

[stleonards-fife.org](http://stleonards-fife.org)

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Closing time and date for applications is **1200 on 16th June 2026**. Early applications are encouraged and we reserve the right to appoint before the closing date.

Interviews will be held during the week commencing 4th May 2026.

Any questions may be directed to the Deputy Head (Academic):  
**w.gaisford@stleonards-fife.org** in the first instance.

*All successful applicants will be required to undertake a Criminal Record check and either hold or be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.*



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