



After School Club Assistant

Job type	Temporary – Spring term 2026
Start date	January 2026
Apply by	14 November 2025

Hampton Court House is an award-winning independent co-educational day school for ages 2 – 18, educating children in Pre-Nursery to students in Year 13. The majority of our 300 children elect to stay on to complete their full education with us, enjoying great success in their GCSEs and A Levels. In 2022 Hampton Court House was ranked in the top 50 independent schools nationwide (The Telegraph) and was shortlisted for the TES Independent School Awards 2020 'senior school of the year'.

We lay the foundations of a lifelong love of learning, and it is important to us that children enjoy being here and look forward to coming to school. In keeping with our ethos, Achievement With Heart, we believe that children need some guided freedom in order to develop their independence and confidence to use their voice. Our non-uniform parkland campus environment, in which staff and children alike are addressed on a first-name basis, cultivates an energy where our students can explore their individuality and style with taste and discretion.

We are looking for a passionate and enthusiastic After School Club Assistant to join the team. You will be a part of a team and play an active role in ensuring the learning and development of our young people. The working hours for this role are expected to be 7.5 hours per week, term time only. 4:00pm - 5:30pm, Monday to Friday.

Your responsibilities will include:

- Providing a safe, stimulating and supportive environment for children.
- Planning and implementing age-appropriate activities to meet the individual needs of each child, a child-centred approach and knowledge of in the moment planning.
- Building positive relationships with children, families and colleagues.
- Supporting children's personal, social and emotional development.
- Ensuring compliance with safeguarding procedures at all times.

Job Requirements:

- Valid Paediatric First Aid Certificate (or willingness to complete).
- A genuine passion for working with young children and supporting their development,
- Excellent communication and interpersonal skills.
- Ability to work effectively as part of a team.

The role will report to the Head of the Little Courtyard.

Applications will be reviewed on receipt and interviews will be scheduled on an ongoing basis until the post is filled. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview. We reserve the right to end the job advert before the deadline if a suitable candidate has been found.

Our HCH application forms can be obtained by emailing Mrs Tracy Lowe on tlo@hchnet.co.uk.

Hampton Court House is unable to proceed with applications that require VISA sponsorship.

Hampton Court House is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to successfully complete the Disclosure procedure at the Enhanced level. As part of the recruitment process a check of candidates' information that is available in the public domain will be carried out. It is an offence for a person barred from working with children to apply for this post. Hampton Court House is committed to Equal Opportunities and strives to achieve inclusivity and diversity within our community. Therefore, we welcome applications from all sections of the community.