



Abbey Gate College

Job Description & Person Specification

Role	After School Care Supervisor
Contract	Permanent, term-time only, 10 hours per week
Start Date	As soon as possible
Salary	Based on 10 hours per week, term-time only: £6,133 (based on the full-time, full-year salary of £30,489, which is Grade 4, Grade point 16 of the Abbey Gate College Support Staff Pay Scales).



Introduction from the Head of Abbey Gate College Infant and Junior School:



I would like to extend a very warm welcome to Abbey Gate College Infant and Junior School, which is situated in the beautiful, rural village of Aldford near Chester, just a short distance from our Senior School in Saighton Grange.

Set in extensive grounds, the school benefits from football pitches, a netball court, a wildlife garden and pond, a nature trail and an adventure playground.

Our Junior pupils occupy the original village school, which has been sympathetically refurbished to provide a wonderful learning environment.

Hazeldine Lodge, opened in September 2018, is our purpose-built modern facility; home to our Reception and Infant pupils. Spacious classrooms, with patio doors leading out onto our outdoor learning areas and extensive grounds, ensure our youngest pupils have the best possible start to their education. All of our classrooms are welcoming and equipped with up-to-date technology, including Clever Touch Screens, to support learning.

Our Mission:



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The development of the whole child is of great importance. All pupils at Abbey Gate College are regarded as individuals who are supported and encouraged, by our caring and committed teaching and support staff, to reach their full potential and be the best that they can be. In doing so, we aim to nurture and develop happy, confident, motivated and self-disciplined children who are considerate, tolerant and sensitive to the needs of others.

Our Aims:

We pursue our whole College mission, guided by three defining and aspirational aims:

	SELF Each pupil cares for their mental and physical wellbeing; learns and achieves to their individual potential; and is content, comfortable and confident to be who they are in our diverse and inclusive College.
	SERVICE Each pupil makes a positive difference to the lives of others in our College, as well as in our local and in wider, global communities.
	SUSTAINABILITY Each pupil contributes towards preserving and protecting the planet we all inherit and share, and has the opportunity to be creative and innovative; to help further humanity's progress in the future.
<i>Nurturing Personal Excellence</i>	

Thank you for taking the time to find out more about us. If you feel that you could bring the right balance of care, commitment, expertise and enthusiasm to this role, we would welcome your application.

Corinna Travis
Head of Infant and Junior School



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The Post:

Abbey Gate College Infant and Junior School is seeking to appoint a caring, suitably qualified and experienced person to run our After School Care provision. This is a part-time role working 10 hours per week. The working pattern is Monday – Friday, from 3.45pm to 5.45pm, term time only.

The Infant and Junior School consists of seven classes from Reception (EYFS) to J6 (Year 6). Small class sizes and specialist teachers ensure we offer our children a broad and balanced curriculum, which aims to develop the full potential of each and every pupil.

Spiritual, moral, social, and physical development form an important part of the curriculum and help to prepare pupils for the challenges and experiences of later life.

Outline of Role and Key Responsibilities:

The successful candidate will, alongside a Teaching Assistant for the first hour each day, provide supervision and activities for children booked into our After School Care, including ensuring homework is completed and light refreshments are served.

The successful candidate will:

- Help and contribute to creating and managing a caring, supportive, purposeful and stimulating environment.
- Help to prepare resources for activities.
- Register the pupils on arrival and sign out at dismissal.
- Help promote high standards of behaviour among the pupils; safeguarding their Health and Safety.
- Comply with College policies and procedures and ensure they are reflected in daily practice.
- Help with the serving of light refreshments and supper.
- Help to ensure the pupils complete any homework, where required.
- Look after children who are upset or have had accidents.
- Administer first aid treatment as appropriate.
- Ensure all areas are kept clean and tidy.
- Attend and participate in open mornings and staff CPD days, as appropriate.
- Promote strong relationships with parents and carers, communicating with them as required.
- Any other duties as required by the Head of the Infant and Junior School.

Key Qualities and Person Specification:

- NQV Level 2 or 3 (or equivalent) in Childcare or Playwork or equivalent
- Experience of supporting primary school aged pupils.
- Relevant training and experience of working with primary school aged pupils.
- Basic First Aid training
- Willingness to complete Paediatric First Aid Course, if not already held.
- Be prepared to complete online basic food hygiene training.
- Be a creative, hardworking, lateral thinker.



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- Have excellent personal organisational skills.
- Be able to demonstrate effective interpersonal / communication skills.
- Be adaptable, with a good sense of humour and able to take the initiative.
- Be a very good team worker, with the capacity to build relationships, at all levels, across the College with pupils, parents and colleagues alike.
- Be proficient and confident with the use of ICT.

Terms & Conditions:

Remuneration

Based on 10 hours per week, term-time only: £6,133 (based on the full-time, full-year salary of £30,489, which is Grade 4, Grade point 16 of the Abbey Gate College Support Staff Pay Scales).

Employee Benefits

- Beautiful buildings and stunning grounds in a rural setting, just outside of Chester
- Friendly and supportive colleagues with a strong community feel
- Small class sizes
- Respectful, and friendly pupils
- Complementary lunch for all colleagues
- A Defined Contribution Pension Scheme, with Royal London, with an 7% employer's contribution and a minimum employee's contribution of 3% (AVCs optional)
- A Death in Service benefit of 3 x annual salary
- Discounted school fees
- Access to our extensive Employee Assistance Programme, including counselling provision
- Trade Union Recognition

Applicants are recommended to read the College's most recent ISI inspection report, from November 2025, which describes further the unique ethos of our school (available at: <https://www.abbeygatecollege.co.uk/about-us/inspection-reports/>).

Safeguarding & Child Protection:

Abbey Gate College is committed, as a priority, to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

Applicants will, therefore, be subject to stringent vetting and induction processes, including an online search and an enhanced DBS disclosure.

Shortlisted candidates will be asked to complete a criminal records self-declaration form prior to interview.

References for shortlisted candidates will be requested prior to interview; please inform your referees.



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Whilst criminal convictions are not necessarily a bar to appointment, this safety consideration will be central to all decisions regarding the employment of staff, approval of volunteers, and standards of external contractors.

Equality, Diversity & Inclusion:

We are committed to equality of opportunity for all staff and to treating all staff with dignity and respect. Therefore, applications from individuals are encouraged, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

Process for Applications:

The closing date for applications is **Monday 12th October 2026 at 9.00am.**

In order to apply for our After School Care Supervisor vacancy, please complete our Abbey Gate College application form (available at <https://www.abbeygatecollege.co.uk/about-us/vacancies/>).

Please also include a covering letter, which should be addressed to the Head of the Infant and Junior School, Mrs Corinna Travis, outlining your interest in, and suitability for, the role and the College.

Your completed application form and covering letter should be returned to Mrs Sue Moran, HR and Staff Wellbeing Manager, at: sue.moran@abbeygatecollege.co.uk by the above closing date.

Should you require any additional information or assistance regarding your application, please also contact Sue Moran.

Please visit our website at www.abbeygatecollege.co.uk for more information about the College.