



Billingshurst Primary Academy

Headteacher: Ms Marion Ley

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West Sussex RH14 9RE

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Website: www.billingshurstprimary.org.uk

Ambition
Belonging
Courage

Before/After School Club Assistants

Term time only

Various positions available including casual hours Monday - Friday between 7:15am - 9:00am and 15:00 - 18:00 (with a majority of hours required on Tuesday, Wednesday and Thursday)

Salary: SLT support grade C £24,796 - £25,185 fte. Actual starting salary £4,202.73 based on 7.5 hours per week or for Casual contracts an hourly rate of £12.85 plus holiday entitlement

Billingshurst Primary Academy is seeking reliable and professional **Before and After School Club Assistants** to support our Breakfast and After-School provisions. This role is vital in ensuring our pupils have a structured, safe, and supervised environment outside of core school hours.

Key Responsibilities

- **Supervision:** Ensuring the safety and wellbeing of pupils aged between 4 and 11 during morning and afternoon sessions.
- **Activity Delivery:** Facilitating age-appropriate activities, including indoor play, arts and craft, outdoor games, and quiet time.
- **Nutrition:** Assisting with the preparation and serving of healthy snacks and breakfast items.
- **Professionalism:** Maintaining accurate attendance registers and adhering to the school's safeguarding and behaviour policies.

The successful candidate will demonstrate:

- **Experience:** Proven experience working with children in a structured environment.
- **Communication:** The ability to communicate effectively with staff, parents, and pupils.
- **Competency:** Basic food hygiene knowledge and first aid certification (or a willingness to undergo training).
- **Character:** A calm, patient, fun and dependable approach to childcare.

Application Process

If you are interested, please download further information and an application form from our website <https://www.billingshurstprimary.org.uk/vacancies> . Please email your completed application form to office@billingshurstprimary.org.uk. **If you have any questions on job specifics, please contact our school office on 01403 782789.** Tours/visits are warmly encouraged and can also be arranged by ringing this number.

Please Note: We advise applying promptly for this post as we reserve the right to close and interview early if sufficient suitable applications have been received.

Billingshurst Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check along with other relevant employment checks.

Deadline: 9th March 2026

Interviews: 10th March 2026



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