



Job Description

Title:	'The Ark' - Kids Club Assistant
Responsible to:	Children and families Worker, Minister & Kirk Session
Place of work:	Perth Riverside Church

The Afterschool Club Assistant will support the planning and delivery of a safe, inclusive and engaging after-school provision for children and young people with Additional Support Needs (ASN). The post holder will work as part of a team to ensure each child is supported to participate fully, build confidence, and enjoy positive social experiences. The role also involves helping parents and carers feel welcomed, supported and informed, and encouraging the development of positive, supportive networks between families.

Specific Duties:

Supporting Children-

- Provide direct, person-centred support to children and young people with a range of Additional Support Needs (ASN).
- Support children to engage in activities in line with their individual needs and interests.
- Promote independence, confidence and positive behaviour while encouraging children to work together and build social skills.
- Support emotional regulation and times of transition.

Supporting Adults and families-

- Create a welcoming, respectful and supportive environment for parents and carers who attend the club.
- Communicate positively and professionally with parents and carers, sharing relevant information about their child's participation and wellbeing.
- Encourage positive connections between families, helping to build a supportive and inclusive parent/carer network while maintaining appropriate professional boundaries.

Planning and Delivery of Activities-

- Support the planning and delivery of inclusive, engaging and accessible activities.
- Adapt activities to meet individual needs and support meaningful participation for all children.
- Encourage social interaction, communication and positive peer relationships.
- Other duties as reasonably required by the Children & Families Worker.

Experience, knowledge & qualifications

- Experience of working with young people is desirable for this post, particularly those with additional support needs.

- Flexibility and good verbal communication skills will be key when working with children, their families, and staff.

PVG Membership:

- This role constitutes regulated work and therefore will require membership of the PVG scheme. Related costs will be met by the church as part of the recruitment process.
- You will be expected to work in accordance with safeguarding procedures for the reporting of any concerns.

Terms and Conditions:

- This post is dependent on external funding and is a fixed term, part-time post, of 4 hours per week, up to the end of 2026.
- The Club will run term time and working hours will be restricted to term time. Weeks of work will be agreed in advance and detailed in the contract of the successful applicant.
- Rate of pay will be £13.75 per hour + a supplement to cover holiday pay. Payment would normally be made only during term time; however alternative payment structures may be possible, this would be discussed with the successful candidate.
- The expected hours of work in a week will be: 2.5 hours on-site, setting up, running and clearing up the club, and in addition 1.5 hours of prep time. The working pattern will be agreed with a successful candidate.
- The post is based at Perth Riverside Church, Bute Drive, PH1 3BG
- There are 5 weeks pro rata paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 pro rata statutory holidays.

Informal enquiries can be made to Rebecca Pullar (RPullar@churchofscotland.org.uk)

Closing date: Monday 16th of March 2026 at Midnight

Please apply by sending a CV and covering letter to: RPullar@churchofscotland.org.uk

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