



After School Club Assistant - Job Description

Title: After-School Assistant

Accountable: Headteacher / Business Manager

Start Date: 1st January 2022

Salary: Grade 4 Point 4 £18,933 – Point 5 £19,312 (pro-rata)

Contract: Term Time and Fixed Term until 31.08.2023

Core Purpose

- To support the team leader on a day-to-day basis to provide, safe, stimulating, comfortable and friendly high quality after school care
- To adhere to after-school club policies to fulfil legal and statutory requirements.

Main Duties:

- Work as part of a team to support the smooth day-to-day running of the after-school club
- Understanding and ensuring all aspects of statutory safeguarding procedure and policy are adhered to
- Take direction from the after-school club lead
- To support the lead and other team members to ensure that after-school club is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented
- To undertake extra training as appropriate
- Regular maintenance and tidying of equipment and environment
- To contribute to the planning and delivery of activities for children in after school club
- To support the lead to maintain up-to-date records for children attending the club including relevant medical details and current emergency contact details
- To work closely under the direction of the lead to promote and maintain positive relationships with parents and carers.
- To actively support the children's social development, through appropriate activities
- Set a positive role model for children.
- Work as part of the team to help set up and clear away all equipment/activities before and after all after school club sessions.
- Help with the preparation of food and drinks, and the subsequent clearing up.
- Any other duties deemed necessary for the safe and efficient running of the club.

Person Specification for After School Club Leader Experience and Qualifications:

- Love of working with very young children aged 2-5, experience of working with this age group is preferable but not essential. If no experience a keen enthusiasm for learning and an ability to demonstrate why you want to work with children.
- First aid qualification (or willingness to undertake training)
- Current Safeguarding generalist certificate or willingness to obtain
- Food hygiene certificate (or willingness to obtain)

Knowledge and understanding:



- An understanding of how to play with children and you will identify how whether they are enjoying their play or not
- Understanding of what equal opportunities is
- Understanding of safeguarding requirement and best practice
- Understanding of positive behaviour management or willingness to learn

Skills and Attitudes:

- Enjoy spending time with young children
- Excellent communication skills, with both children and adults.
- Positive and enthusiastic attitude to work
- Fun and creative ideas for play.
- A commitment to be reflective about your practice and undertake training and continuous professional development.
- Ability to respond calmly and logically to problems or emergencies.
- Ability to use own initiative and judgement.
- Flexible and supportive approach to teamwork.
- Ability to foster warm and positive relationships with children, parents and colleagues.