



Job title:	<b>After School Club Assistant</b>
Hours of work:	<b>See advert</b>
Salary:	<b>Grade 3</b>

### **Purpose of the Job**

The duties of a Before and After School Club Assistant are to ensure the safety and welfare of children during After School Club.

Working closely with and under the direction of the Before/After School Club Manager to carry out the duties allocated for the benefit of the children.

- Following the duty rota drawn up by the Before/After School Club Manager.
- Collecting the children at the end of the school day and registering entry to After School Club, following procedures.
- Delivering children to class after Breakfast Club, following procedures.
- Have direct contact and supervise children during activities, ensuring safety and welfare, in all areas, including inside and outside.
- Have practical knowledge of a range of play activities.
- Help in the organising, setting up and clearing away of activities.
- Reporting ANY accident/incident to the Before/After School Club Manager in line with procedures.
- Administering First Aid, recording and reporting details in line with procedures
- Setting appropriate standards of dress and language to set examples for the pupils
- Supervising children when eating snacks/breakfast.
- Ensuring crockery, cutlery, trays and leftovers are returned to relevant points.
- Ensuring tables and floor are properly cleaned after spillages and before storage
- Managing behaviour of pupils in play areas.
- Monitoring play areas and checking that pupils are in the correct places
- Co-operating with staff working with children during activities
- Reporting serious incidents and unacceptable/unruly behaviour following school procedures
- Any other related duties or responsibilities as defined by the line manager.

### **General Duties**

- Be aware of and comply with divisional and school policies and procedures e.g. relating to health and safety, security, confidentiality, data protection, child protection and vulnerable adults, reporting concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the division/school/council and effective team working
- Participate in training, other learning activities and performance development as required
- Contribute to specific project work as required
- Attend and participate in meetings as required
- Any other duties commensurate with the duties/responsibilities/grade of the post

- All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of divisional/school/council objectives and effective team working.

## **Person Specification**

### **Experience**

- Experience of working with or caring for children of relevant age
- General understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
- Basic understanding of child development and learning.

### **Qualifications/Training**

- Level 2 qualification in play work/child care or equivalent.
- Willing to undertake any training, including First Aid, as deemed necessary and relevant to the role
- General understanding of school policies and procedures, eg health & safety, behaviour, equal opportunities and child protection.

### **Practical skills**

- A basic knowledge of First Aid
- Ability to act positively in event of accident / incident
- Excellent communication skills
- Be responsible for the care and well being of pupils and developing good personal and social skills
- Be reliable and dedicated
- Be an excellent role model by demonstrating qualities of compassion, trustworthiness and politeness

### **Personal qualities and attributes**

- Ability to work as part of a team
- Have a flexible approach to working hours
- Ability to follow verbal instructions
- Have an awareness of confidentiality and Data Protection
- To actively promote our commitment to safeguarding and the welfare of children

**Additional Information:** *Lutley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS Clearance, TRA Teacher Services, Qualification and ID Checks*