



Job Description

Job Title	After School Child Care (ASCC) assistant
Pay scale	Level 4 Scale point 6
Location	Greenways Primary School
Responsible to	ASCC Lead
Purpose	To work as part of the After School Child Care Team under the direction of the After School Child Care Lead and to understand Greenways commitment to children and their families in providing quality childcare provision after school.
Job Context	Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.
Responsibilities	<ul style="list-style-type: none">● To uphold all school policies● To present the school in a positive way● To respect the confidential nature of all information (verbal/written)● To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school
Duties and Responsibilities	<p>Main Duties and Responsibilities</p> <ul style="list-style-type: none">● Assist in the day-to-day running of After School Child Care and provide general supervision● Assist with the development, planning and delivery a menu of high quality activities including creative play and learning opportunities● Carry out registration and other administrative duties as directed by the After School Child Care Lead● Develop and maintain positive relationships with the whole school community, including other staff, parents and carers● Maintain professional boundaries in relationships with children● Be a model of good practice in relation to management and supervision of pupils● Administer first aid (if qualified) as and when required and in line with Greenways procedures● Work within the policies of the school especially those concerned with Equal Opportunities, Child Protection and Health and Safety● Carry out other duties, appropriate to the post, as directed by the After School Child Care Lead
Key safeguarding responsibilities	To have regard to and follow the safeguarding procedures of the school and Learning in Harmony Trust.



Person Specification

Attributes	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none">● Experience of dealing with children either in a domestic or work environment.● Knowledge of and ability to supervise children.● Ability to understand children's behaviour and to respond to their needs in varying circumstances.● Understanding of basic issues of hygiene and child safety.	<ul style="list-style-type: none">● First Aid qualification	Application form Interview
Personal aptitude, qualities and skills	<ul style="list-style-type: none">● Computer literate – training and recording incidents are all computer based.● Skills in written and oral communication.		Application form Interview