



THE STOUR FEDERATION AFTER SCHOOL CLUB ASSISTANT JOB DESCRIPTION

SCALE POINT 2-3 - 11: £10.60 – £10.79 HOURLY RATE

Play. Make their day. Choose your attitude. Be there.

CORE PURPOSE

As part of a team, supervise and ensure the safety and well-being and provide appropriate care of children during club times under the direction of the After School Club Co-ordinator.

RESPONSIBILITY FOR OTHERS: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF: The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

RESPONSIBILITY FOR FINANCE: The post has limited (or no) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

RESPONSIBILITY FOR PHYSICAL RESOURCES: The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment (e.g. computer / iPad).

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

- Prepare/clean tables for meals.
- Clear away/clean after meals, including cleaning furniture, floors, cutlery, plates etc.
- Supervise toileting and washroom activity.
- Prepare and serve refreshments/snacks/meals.
- Assist children with their meals and encourage good table manners.
- Set up play area/room for club with toys, etc. and clear away.
- Deliver and participate in play with the children.
- Ensure that resources/materials/equipment are maintained and clean, reporting loss/damage or low stock to supervisor.
- Shop for consumables.
- Deliver and collect children to and from club to school.

- Work within the Children's Act, adhering to standards and guidelines.

QUALIFICATIONS/TRAINING & LIKELY ABILITIES

- Have an understanding of working with and caring for children of the appropriate age range.
- Basic numeracy and literacy to be able to read, write, count, understand school policies and check registers.
- Have good communication, listening and persuasion skills.
- Be aware of cultural differences re: food.
- Able to participate in safe and creative play.

SAFEGUARDING CHILDREN & SAFER RECRUITMENT

All schools in The Stour Federation Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The class teacher plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The Stour Federation will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and the CEO reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.