



## JOB DESCRIPTION

<b>Job Title:</b>	After School Club Assistant
<b>Grade:</b>	C
<b>Hours:</b>	3.00 – 5.45pm, 4 days per week, term-time only
<b>Responsible to:</b>	Headteacher
<b>Direct Supervisory Responsibility for:</b>	None
<b>Indirect Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships:</b>	<u>Internal:</u> Children at the after school club, Headteacher, teachers, support staff and local governors  <u>External:</u> Parents/guardians

### Main Purpose of Job

To assist with the provision of a safe, caring and stimulating after school club for children at Landulph School.

### Duties and Responsibilities

1. To create a safe, welcoming and inclusive environment for all children.
2. To be reliable and punctual.
3. To be able to help to provide high standards of care and play opportunities for children.
4. To assist in the day to day organisation of the extended hours after school club.
5. To supervise children individually or in small groups as required.
6. To devise and lead activities as required.
7. To assist in preparing, serving and washing up at snack time.
8. To assist in maintaining, organising and sourcing resources.
9. To work outdoors regularly.

**Responsibilities applicable to all Trust employees**

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: March 2025

Updated by: Senior HR Officer



**PERSON SPECIFICATION**

**Job Title:** After School Club Assistant

**School:** Landulph Primary School

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>Relevant Experience</b>	<p>Experience of working with children</p> <p>Proven experience of working effectively in a team, working collaboratively with colleagues</p>	<p>Recent experience of working with children aged 4-11</p> <p>Experience of participating in community activities</p>	<p>Application</p> <p>Interview</p>
<b>Education and Training</b>	<p>First aid qualification</p> <p>Food hygiene level 2 qualification (or the willingness to complete before commencing the role)</p>	<p>GCSE level 4 in Maths and English, or equivalent</p> <p>Evidence of recent, relevant professional development</p> <p>Paediatric first aid</p>	<p>Application</p>
<b>Knowledge and Skills</b>	<p>Good communication skills</p> <p>Able to act as a role model for children by setting high personal and professional standards</p> <p>Able to develop a successful rapport and working relationship with all children and their families</p>		

	Able to use a positive approach to behaviour management		
<b>Any Additional Factors</b>	<p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>A positive and enthusiastic approach</p> <p>Support the values of Landulph School</p> <p>Believes in inclusion of all learners</p> <p>Approachable and able to relate to all members of the school community</p> <p>High standards and expectations of children and colleagues</p> <p>Commitment to equality of opportunity</p> <p>Displays warmth, care and sensitivity in dealing with children</p> <p>Prepared to spend time working outdoors</p>	A willingness to engage in CPD opportunities to move personal learning forward	

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