

After School Club Assistant

RG2 Scp 3-4 (JE Code: K360)

Job Purpose

To assist in the daily operation of After School Club, providing safe, high quality care and activities for children from Reception to Year 6.

Responsibilities

1. To be aware of information relevant to the individual needs of children and inform the supervisor of any changes.
2. To assist with record keeping, monitoring and administrative tasks as requested.
3. To take part in collecting and escorting of children from classrooms to After School Club.
4. To work effectively as a team member under the direction of the After School Club Supervisor.
5. To prepare and deliver high quality activities ensuring a stimulating environment.
6. To support children with homework and reading.
7. To promote good behaviour at all times.
8. To assist in the preparation of healthy snacks ensuring high hygiene at all times and complying with Food Safety Regulations.
9. To assist in clearing away items used in the preparation and delivery of snacks.
10. To adhere to school policies and practices.
11. To monitor the condition of play equipment used and report any damage as well as maintaining cleanliness.
12. To adhere to health and safety procedures and the school's Health and Safety Policy including undertaking health and safety checks.
13. To provide first aid as needed.
14. To use the premises with consideration for others.
15. To ensure the After School Club Supervisor is aware of any accidents/incidents relating to children attending After School Club and to record such incidents and inform parents as appropriate.
16. To attend training sessions as needed.
17. To undertake other duties as deemed necessary by the After School Club Supervisor and/or Headteacher.

Person Specification

- To have undertaken or be willing to undertake Safeguarding, Prevent, FGM, First Aid, Epipen, Food Hygiene, Fire and Health and Safety training.
- Ability to use IT.
- Sound numeracy and literacy skills.
- Ability to understand and carry out assigned tasks efficiently.
- Ability to work well in a team.
- Excellent communication and organisational skills.
- Enthusiastic and lively.