Job Description

Job Title	After Smarter Play Worker
Pay scale	Scale 4
Location	London
Responsible to	Senior Leadership Team
Purpose	● To assist in the day-to-day organisation of the After Smarter Club ● To develop and support the child minding network to provide high quality learning experience for young children.
Job context	As above
Responsibilities	**Duties and Responsibilities** ● Provide full care for the children attending the club including the safe collection from their classrooms and the delivery to parents and/or names carers. ● Supply and provide refreshments to children attending the club. ● Ensure safe, creative, appropriate play opportunities in a safe and caring environment. ● To contribute to planning activities in line with the Curriculum Guidance. ● Carry out day-to-day administration and record keeping. ● Regularly liaise with parents and carers to give feedback on their child's time in the club. ● Encourage parental involvement to support the club. ● Initiate close liaison with parents, carers and other childcare and play related agencies. ● Understand children as individuals particularly the characteristics, needs and interests of each age group. ● Provide administrative and organisation support to staff, parents, agencies and members of the community. ● Undertake administration of complex procedures including submitting forms, returns, etc. ● Work with the School Business Manager to ensure the main office offers accurate advice in a timely manner to staff, families and visitors. ● Responsible for the safeguarding of our children. ● Liaison with the Safeguarding team to ensure accurate medical information is gathered for children attending the club.

	● To be responsible for maintaining and updating records of pupils' medication, administering and safekeeping. ● To administer First Aid and monitoring as required, liaising with parents, emergency services as required. ● To respect confidentiality at all times. **General** ● To promote the safety and well-being of pupils and to have shared responsibility for the safeguarding and welfare of children. ● To establish and maintain a constructive working relationship with colleagues. ● To adhere to all policies and procedures set out by the Trust. ● To participate in school based meetings as appropriate. ● To foster and promote positive, effective relationships between staff, children and parents through personal and professional example. ● All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others. ● The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
General responsibilities	All employees are expected to: ● Undertake any training commensurate with the post. ● Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others. ● Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.

Person Specification

Attributes	Evidence	Essential	Desirable	Evidence
Qualifications	● Basic literacy & numeracy	x		
Professional Experience and Knowledge	● An ability to communicate effectively ● An ability to work independently and as part of a team ● An ability to show initiative in a range of situations ● An ability to interact positively with pupils, parents, colleagues and visitors to the school ● A respect for the need for confidentiality ● An ability to use information technology ● An understanding of safeguarding & its importance in a school ● Knowledge of educational issues ● Knowledge of community languages	X X X X X X	 X X X	
Personal aptitude, qualities and skills	● Confidence, warmth, sensitivity, reliability, maturity and enthusiasm ● Good interpersonal skills	X X		

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