



JOB DESCRIPTION
After School Club Assistant

Job Title: After School Club Assistant (Scale1)

Responsible to: Headteacher

Hours: 3 hours per week (Friday) 3-6pm
38wks - Term time only

Start date: September 2024

Purpose of the job:

- Provide a high quality provision and stimulation for children in after school club whilst ensuring their safety, welfare and good conduct.

Duties and responsibilities

The main purpose of the role is to be responsible for:

- To work with all staff to ensure that a caring and stimulating environment is provided for children.
- To provide care for the children including a range of healthy snacks/foods that respects dietary requirements.
- To contribute to planning a range of suitable activities
- To offer safe, creative, appropriate play opportunities
- To ensure that the club is a safe environment for the children, equipment is in good order and hygiene standards are high.
- To be responsible for the resources and report loss/damage or low stock levels to the relevant staff.
- To ensure that safety measures including fire practice, incident and accident procedures are understood and observed.
- To ensure contact details/allergy forms are files and stored correctly, new/old form added/deleted as necessary
- To carry out the duties and responsibilities of the post with regard to the Equal Opportunities Policy and other relevant school policies.
- To provide personal care (e.g. toileting support) as and when necessary
- To promote the school through a positive work ethic that reflects the aims of the school.
- To provide a service that respects the children's life experiences and celebrates diversity of language, culture, ability, race and religion.
- To establish and maintain positive relationships with children and their families in a way that values parental involvement and respects confidentiality.
- To liaise with senior leaders regularly regarding sessions and feedback key information

- To follow the schools behavior policy and safeguarding procedures
- To report and act upon any concerns related to the safeguarding of children by following the school procedures and informing the Designated Safeguarding Lead or Deputy Safeguarding Lead.
- To attend and participate in meetings and training as required

Hillside Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> ◆ Experience of looking after children (age 3 – 11years) 	<ul style="list-style-type: none"> ◆ Basic Food Hygiene certificate ◆ First Aid Certificate
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> ◆ An understanding of quality childcare ◆ Ability to supervise groups of children ◆ Ability to provide and facilitate creative play ◆ Ability to work flexibly as part of a team and take direction ◆ Have an awareness of Health and Safety ◆ Good interpersonal skills and an ability to relate and communicate effectively with staff, children, parents and contractors. ◆ Good standard of spoken and written English ◆ Good organisational skills 	<ul style="list-style-type: none"> ◆ Experience of working within an education setting and around children. ◆ Awareness of child protection and safeguarding procedures
Equal Opportunities	<ul style="list-style-type: none"> ◆ An understanding of and commitment to equality of opportunity. 	
Personal Qualities	<ul style="list-style-type: none"> ◆ Caring, warm and approachable disposition ◆ Understanding of children's needs. ◆ Understanding and respecting the need for absolute confidentiality ◆ Adaptability and willingness to assist with other aspects of school life. ◆ Willingness to continue to learn and develop and train. ◆ Be happy, have a sense of humour 	<ul style="list-style-type: none"> ◆ To have an understanding of the beliefs and values of different religious groups