

**Job Title: After School Club Assistant**

**Responsible to: After School Club Manager/Head Teacher**

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**Main Duties and Responsibilities**

**Delivering after school provision:**

- To help plan, deliver and evaluate a varied programme of high-quality play opportunities in a safe environment.
- To follow safeguarding and health & safety policies and procedures at all times
- To help in the development of independent social skills
- To undertake duties such as preparing snacks, cleaning the play areas and toys, reporting any damages and tidying up etc.
- To report a child's problems/achievements to the head teacher as necessary
- To administer basic first aid where appropriately trained
- To notice when stock needs replenishing and alert Club Manager
- To assist in the specific medical/care needs of pupils when specific training has been undertaken
- To take care for their own and other people's health and safety.
- To assist in Club marketing and promotion
- To support the promotion of positive relationships with parents including communicating effectively with parents on a regular basis
- To ensure confidentiality is maintained where appropriate

In addition, other duties at the same responsibility level may be interchanged with/added to this list following discussion between yourself and your line manager

***Additional Information:*** This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. It may be amended from time to time in consultation with the post holder concerned and duties may vary from time to time without changing the character or general level of responsibility.

## Person Specification – After School Club Assistant

### You will need to be:

Passionate about all aspects of childcare and education, and be able to bring new ideas to the role. You will need to have a caring approach, and work well as part of a team.

Qualification and other required skills	Essential	Desirable
NVQ level 2 or 3 in Child Care/Playwork or equivalent		X
Excellent communication skills	X	
Recent experience of working with children age 4-7	X	
Good organisational skills	X	
Good knowledge and understanding of equal opportunities and special educational needs		X
First Aid qualification		X (training will be provided)
Food Hygiene Qualification		X (training will be provided)