



## **Job Description**

### **Before and After School Club Worker**

#### **Main Purpose**

To work under the guidance of the Club Leader to provide child care for children attending the Before and After School Wraparound Care Provision.

#### **Summary of Duties**

- Organise the preparation of food and cleaning away and washing up when required.
- Assist in ensuring that the children are safe at all times and drawing attention to the supervisor of any likely causes of danger.
- To attend training sessions occasionally, if required, at a mutually agreed time and date.
- On arrival at the session, conduct a quick check on the conditions of the areas to be used by the club for that session's activities. Make safe any hazards noticed and make a note for the caretaker of the items requiring attention and inform the Club Leader.
- To inform the Club Leader and/or Head immediately of any incident which could be detrimental to the wellbeing of any child within the club's care.
- Ensure that a range of activities is provided, co-ordinated and evaluated. Instigate child centred play in a structured environment and relaxed atmosphere, maintaining overall quality of care.
- Record and inform the parent of any incident or accident (and action taken), relating to their child, which has occurred during the session. Obtain the parents signature to confirm that they have seen the incident report. Inform the Club Leader and/or Head of any recurring or major incidents or accidents.
- Ensure that the Trust's equality of opportunity policy is implemented and that careful thought is given to providing an inclusive environment for all.
- Ensure that all school policies (for example on discipline) are adhered to.
- At the end of the session ensure all club equipment is cleared and locked away leaving the building clean, tidy and secure.
- Set menus for healthy and nutritious snacks (where applicable).
- To regularly check the medical/allergies list, ensuring you are adequately prepared to care for and accept a child into the group.
- Any child protection issues to be reported as per the Trust's relevant policies and procedures.
- To offer ideas and participate in the planning and implementation of a varied activity programme. This will involve offering a weekly activity, e.g. arts and crafts/physical/cooking.
- Undertake any duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Before and After School Club provision.

### **Contacts and Relationships**

Provide to children, parents and other staff, the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

### **Safeguarding**

All staff are expected to be committed to safeguarding and promoting the welfare of children and young people.

## **Person Specification**

### **SKILLS AND ABILITIES**

Ability to relate well to children and adults.

Ability to work constructively as part of a team.

### **KNOWLEDGE**

Have an understanding of child development and how children play.

Knowledge of relevant policies, codes of practices and relevant legislation i.e. OFSTED, Health & Safety, First Aid.

Have an understanding of how to plan and organise activities for children to play.

### **EXPERIENCE**

Experience of working with children of relevant age.

Experience of working with children who may have additional needs.

### **QUALIFICATIONS (DESIRABLE)**

Equivalent to NVQ Level 2 in Early Years/Play-work/Teaching Assistant or a willingness to commence a course.

Experience of work within a childcare setting.

First Aid Certificate (willing to acquire certificate).

Food Hygiene (willing to acquire certificate).