



JOB DESCRIPTION

Post Title:	Out of School Club Assistant (1058/1326)
Pay:	Grade D: point 3
Core hours:	7.30 – 9am or 8am – 9am or 3pm – 6.00pm or 3.30pm – 5pm; Monday to Friday inclusive.
Reports to:	Senior Leadership Team

Overall purpose of the post

The post holder will be responsible for supervising the children in the Out of School Club and to support the Manager in providing a warm, welcoming and inclusive environment.

Principal duties and responsibilities

Delivering Out of School Provision:

- Supervise and support children with activities, advice and guidance where required
- Participate in meetings, team development activities
- Work under instruction/guidance enabling access to play
- The role requires a normal level of courtesy and effectiveness in dealing with other people and to be able to ask questions, seek clarification and exchange information using tact and diplomacy
- Keeping the work environment healthy, safe and secure
- Prepare the Out of School Club before each session, setting out material and equipment for activities
- To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play
- To act in a responsible manner towards the children at all times
- Providing refreshments and ensuring that hygiene, health and safety standards are met
- To administer, or supervise any first aid as required and appropriate, this includes recording of any accidents/incidents in the accident book.

- To supervise the movement of pupils to and from the club and ensure appropriate behaviour at all times, including collecting them from school and delivering them safely to parents or carers
- To maintain an acceptable standard of conduct and discipline among pupils ensuring that all appropriate school regulations are complied with and reporting serious breaches of discipline or persistent unruly behaviour to the Club Manager
- To ensure that the areas used by the club are left tidy and clean
- To undertake any other reasonable duties as directed by the Club Manager or Office Managers
- Uphold, implement and regularly review all policies and procedures in partnership with the SLT
- Maintain all records relating to the management of the group ensuring confidentiality and data protection of the children, their families and members of staff
- Liaise with the School Finance Team to ensure rigid financial control of the budget and be responsible for ordering and purchasing of equipment, supplies and resources.
- Liaise with the School Finance Team to administer bookings and collection of fees, ensuring any money transactions are handled and documented as directed by the Office Managers.
- To be responsible for the day-to-day administration and record keeping that includes maintaining records of attendance and providing information returns and other appropriate records as required.
- To support the Office Managers to manage the occupancy levels of the Out of School Club.
- To promote and market the club effectively to maintain occupancy.
- Develop professional working relationships with the school, all relevant professionals and authorities, including the Local Authority and Ofsted
- With support from the SLT monitor and evaluate the quality of the service to ensure that adequate standards of safety and hygiene are maintained throughout the OSC, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents
- To ensure that all staff work with the schools' policies and procedures
- To carry out any other duties which will be seen to enhance the work of the school's OSC

Safeguarding:

In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

Job descriptions are subject to review.