

After School Club Assistant - Job Description and Person Specification

PURPOSE OF THE POST:

To assist in the delivery of high quality childcare and play programmes for children of school age within the setting of the schools' After School Club.

Key duties and responsibilities

- Work in accordance with the school's child protection policy and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty;
- Provide weekly, healthy tea-time food options and support the children with food choices and health and hygiene;
- Assist with the preparation and delivery of appropriate play based activities, including the use of other visiting staff/coaches where invited;
- Supervise, support and play with the children, whilst also enabling them to participate in decision making processes;
- Support the safe and robust registration of attendance, collection and delivery of children from/to school and After School Club, keeping the safety and needs/emotional welfare of the child paramount;
- Attend meetings / training courses as appropriate;
- Work cooperatively with other team members/school staff to demonstrate a flexible and enthusiastic approach;
- Assist with a range of stimulating activities for the children weekly, catering for differing needs;
- Administer first aid as appropriate to comply with the school's Health and Safety policies and procedures, ensuring all accidents are recorded appropriately and that parents are informed;
- Work in accordance with the school's Behaviour policy, using strategies that mirror the school's approach;
- Adhere to the agreed weekly/monthly ASC rota and the school's staff code of conduct;
- Ensure that the hall is thoroughly tidied and cleaned after use, with resources stored away neatly.

Wider responsibilities

- Understand and apply school policies in relation to behaviour, safeguarding, health and safety;
- Attend relevant training and take responsibility for own development;
- Respect confidentiality at all times;
- Ensure that all duties and services provided are in accordance with school policies.

Responsibility for Data Protection

- Support teachers in implementing data protection policies by handling pupil and family data with care, ensuring secure data storage;
- Use only school-approved platforms and tools for communication, recording and data sharing.

PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet the following criteria:

CRITERIA

Experience

- Previous experience of working with children, preferably in a child care setting.

Knowledge

- Knowledge of policies and procedures relating to behavior, child protection, food hygiene, health and safety.

Skills and Abilities

- Clear numeracy and literacy skills;
- Basic IT skills;
- Excellent inter-personal skills;
- Can relate well to children and adults, understanding their needs and can respond accordingly;
- Good influencing and mediation skills to encourage pupils to interact with others and be socially responsible.