

JOB DESCRIPTION

SCHOOL: Myton Park Primary School

POST TITLE: Before and After School Club Assistant

GRADE: C (SCP 3)

REPORTS TO: Headteacher

MAIN PURPOSE: Under the direct instruction of the Before and After School Club Deputy/Leader, will work to ensure the service operates within relevant legislation and regulations; the children are safe and happy and that relevant educational and recreational activities take place.

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TASKS:

- Ensuring that the programme of activities is interesting to the children using the facilities by providing a variety of educational and recreational activities
- Checking play equipment regularly to ensure the safety and well being of club users
- Ensuring that parents, carers and other visitors are made to feel welcome on visiting the club and that they receive appropriate information and advice
- Maintaining accurate records
- Administering basic First Aid where necessary
- Assist in preparing healthy snacks and meals where appropriate
- To assist with setting up and clearing away at the beginning and end of each session
- To take reasonable care of your own Health & Safety and co-operate with management, as far as is necessary to enable compliance with the School's Health & Safety rules and legislative requirements
- To undertake such personal training that may be deemed necessary to meet the duties of the post
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Safeguarding - Promoting the Welfare of Children and Young People

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

PERSON SPECIFICATION**POST TITLE:** Before and After School Club Assistant**GRADE:** C (SCP 3)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Induction/Basic skills • Willingness to work towards a relevant childcare qualification • Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> • First Aid training • The Support Work in Schools VQ (SWIS)
EXPERIENCE:	<ul style="list-style-type: none"> • Experience of working in a similar environment providing educational and recreational activities or be able to demonstrate the necessary attributes to do this 	<ul style="list-style-type: none"> • Experience of working with school age children
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Be able to execute routine tasks on instruction • Be able to work as part of a team but also on own initiative • Basic record keeping skills • Adhering to confidentiality at all times • Ability to relate well to children and adults • Positive approach to customer care 	<ul style="list-style-type: none"> • Knowledge of children's dietary requirements and healthy eating • Knowledge of Child Protection • Knowledge of Health & Safety legislation
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Friendly and approachable manner • Calm and confident demeanour • Polite and punctual • Reliable • Flexible approach • A commitment to working as part of the whole school team and supporting the vision and aims of the school 	

