

Job Outline

POST TITLE:	After School Club Assistant
GRADE:	Grade 3
CONTRACTUAL ARRANGEMENTS:	2 days per week
ACCOUNTABLE TO:	School Operations Manager

PURPOSE OF THE JOB

To provide after school care for children aged between 4 and 11

KEY ACCOUNTABILITIES

1. To assist the Club Leader to plan and implement a wide range of stimulating play activities for the children;
2. To develop a basic understanding of health issues such as healthy eating, dental health, hygiene, fitness and exercise
3. To provide a healthy, balanced snack for the children;
4. To develop methods to:
 - a. promote the children's self-esteem
 - b. meet the physical and emotional needs of the children, whilst promoting independence
 - c. use games to develop children's social skills
5. To set up and clear away equipment;
6. To record any accidents/incidents occurring during the After School Club session in order that parents can be informed;
7. To undertake clerical duties associated with the running of the After School Club, including:
 - a. keeping an attendance register
 - b. purchasing food and equipment
 - c. accepting and recording fees
8. To administer basic First Aid (dependant on training)

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.

3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

OTHER DUTIES

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety