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**Extended Services**

**After School Club Assistant**

**Job Description**

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| **Grade:** | **Kent Range KR3**  *(38 weeks plus holiday entitlement)* |
| **Responsible to:** | **After School Club Lead/Supervisor** |

**Purpose of the Job:**

To work under the direction of the After School Club Supervisor providing a safe, caring and stimulating environment for the children. To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the children. To prepare and provide healthy snack options for the children.

**Key duties and responsibilities:**

All staff should have undertaken the Foundation Certificate in Food Hygiene (as a minimum qualification)

1. Provide high quality care and a safe environment with a comprehensive range of appropriate, stimulating and creative activities which meet group and individual needs.
2. Provide a happy, relaxing and fun atmosphere.
3. Work with other staff to provide healthy meals/snacks in order to promote healthy eating in accordance with government ‘Healthy schools Guidelines’ and maintain the After School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the wellbeing of the children and staff.
4. Mop up and wipe spillage from the floor surfaces or meal tables.
5. Assist children with snacks when necessary.
6. To provide positive and practical development in table etiquette and in general behaviour.
7. Monitor and report any activities/behaviour that may be of concern to the After School Club Lead/Child Protection Officer, preserving confidentiality as necessary, to ensure the safety and wellbeing of the children and record information in line with the school’s procedures (CP file).
8. Ensure that all aspects of regulation and guidance are met and that school policies and procedures are followed such as Health and Safety, Wellbeing and Confidentiality.
9. Maintain a positive ethos and employ positive behaviour management strategies, as appropriate, in line with the school’s guidelines.
10. Complete a daily register
11. Put out, collapse and store away tables and benches and the beginning and end of the session.
12. Wash and dry up After School Club crockery and cutlery
13. Ensure children are escorted to the correct area safely at the end of the school day.
14. To adhere to correct first-aid practice and procedures in accordance with school policy and first-aid guidelines.
15. Carry out the above duties in accordance with the Equal Opportunities Policy
16. Participate in the Appraisal process.
17. Participate in ongoing training and development.
18. Be proactive in looking to improve After School Club opportunities and feedback comments/ideas at extended services staff meetings
19. Enjoy your time with the children

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the Members/Trustees.

**We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Post holder: ……………………………………………

Signed: ……………………………………………

Date: ……………………………………………

Reviewed: April 2022

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.