

Staplehurst School

**Job Description:** After School Club Assistant– KR3 Part time

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**Grade:** Kent Range 3

**Responsible to:** School Business Manager / Head Teacher

**Hours:**

13 hours per week for 38 weeks, term time only. Hours will be 3:00pm-5:30pm.

**Purpose of the Job**

- To be assist with the development and daily management of the After School Club providing a safe, caring and stimulating environment for children
- To build links and work in partnership with parents, carers and professionals to promote the wellbeing of children
- To ensure that procedures and practices within the After School Club are adhered to

**Key duties and responsibilities**

1. Assist the After School Club Supervisor with the daily supervision of the After School Club, developing and maintaining high standards throughout to ensure the welfare of the children
2. Direct the safe escorting of children around school to ensure their wellbeing at all times
3. Work with the After School Club Supervisor to provide a stimulating environment for the children
4. 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
5. Deliver healthy meals/snacks in order to promote healthy eating
6. Assist the After School Club Supervisor in ensuring that children, whilst in the After School Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds
7. To remain on site until all pupils are safely collected