



Job Description

After School Club Assistant

Grade: Kent Range 2

Hours: 10 hours per week

Weeks: Term Time Only

Salary: £15101 pro-rata

Reporting to: Headteacher

Posts reporting to this position: N/A

Working hours: 3:00pm – 5:00pm

Based at: Petham Primary School

This is a permanent position (subject to a 6-month probationary period)

Purpose of the job

To work under the direction of the After School Club Leader, providing a safe, caring and stimulating environment for children.

To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.

To deputise for the After School Club Leader as required.

Key duties and responsibilities

- Undertake the daily supervision of the After School Club, developing and maintaining high standards throughout to ensure the welfare of the children and, when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- 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 well-being of the children and staff.
- Be aware of all Health and Safety matters in the After School Club to ensure the well-being of all those who use and work in the club.
- Support the After School Club Leader to ensure that the children, whilst in the After School Club, have access to appropriate and stimulating play activities, in order to provide a motivating environment for the children, and always maintain high standards.
- Provide healthy meals/snacks in order to promote healthy eating and ensure 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, ensuring that the school's Equal Opportunities Policy is adhered to.
- Support the After School Club Leader to maintain all children's records in accordance with the General Data Protection Regulation to ensure personal information is secure at all times
- Follow school's policies, including for Safeguarding.
- Keep up to date with relevant training such as health and safety and safeguarding procedures
- Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of



everything you do.

- Adhere to all health and safety regulations and be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school.
- Maintain confidentiality and discretion in all aspects of work.
- Potential in Everyone Academy Trust is committed to safeguarding and promoting the welfare of children.
- Any other work requested by, and deemed appropriate by, strategic leaders

This role is subject to an enhanced DBS check

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

Person Specification



After School Club Assistant

Applicants should describe in their application how they meet these criteria

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> GCSE grade A*-C in English and mathematics 	Paediatric First Aid Qualification or willingness to obtain.
Experience	<ul style="list-style-type: none"> Experience of supervising others Experience of planning ahead, able to anticipate potential difficulties and establish a course of action Experience of communicating effectively with others and providing appropriate feedback 	<ul style="list-style-type: none"> Knowledge and experience of the School Food Standards Experience of working within a childcare setting. Knowledge and experience of policies and procedures relating to Child Protection, health and safety, equal opportunities and confidentiality.
Skills	<ul style="list-style-type: none"> Demonstrably responsible, honest and reliable Able to work flexibly Good communication and organisational skills (written and oral) Customer friendly nature with a tactful, professional and flexible approach Able to build positive relationships with children and their families Able to instil good manners and an enjoyable mealtime experience with children 	<ul style="list-style-type: none"> Methodical and organised approach to work Creativity in order to make After School Club a relevant and engaging experience for children Able to work across Trust schools in the interest of the welfare of children
Personal attributes	<ul style="list-style-type: none"> Able to maintain confidentiality Flexible and responsive to change Self-motivated and pro-active Appropriate levels of personal presentation Good sense of humour Diplomatic and resourceful Positive/can do approach Good time keeping and attendance Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community 	

Values	<ul style="list-style-type: none">• Commitment to school's aims and values• Commitment to continuous personal development• Honest and reliable, displays integrity and commitment to the Trust• Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family	
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