



Barming Primary School
Part of the Academy Trust family of schools

Job Description: After School Club Assistant

Overall Responsible to: Headteacher

Salary Scale: Kent Range 3

Hours: 3pm to 6pm

Line Manager: Deputy Headteacher

Responsible for: The organisation and smooth running of After School Club.

Job Purpose:

To be responsible for the operation and development of the After School Club and to make sure children attending the Club enjoy a healthy yet fun end to the day.

Necessary Experience:

- Having a basic Food Hygiene Qualification is an advantage but not essential.
- Knowledge of policies and procedures relating to Child protection, Health and Safety, Security and Confidentiality.
- Ability to relate well with children and communicate diplomatically and tactfully with adults.
- Must be motivated and able to work independently with minimal supervision.
- Previous experience in the role would be an advantage but again not essential.

Person Specification:

An After School Club Assistant should be:

- Proactive and dynamic
- Approachable
- Non- judgemental
- A role model
- Realistic
- Patient

Through their work with children they will seek to:

- Support evening snack times in the hall and outside on the playground.
- Help to raise standards - particularly with behaviour.
- Ensure a smooth transition for the end of the day.

Accountabilities

Running the club

- Setting up of the venue each day
- Preparing and serving of evening snack as appropriate
- Creating a welcoming and supportive environment for the members of the club
- Managing the behaviour of members of the club
- Tidying of the venue after use.

Administrative duties

- Taking the register

Duties and responsibilities

- Set a good example in terms of punctuality, behaviour and attendance.
- Ensure the maintenance, cleanliness and safety of equipment.
- Maintain appropriate standards of hygiene according to the food standards for schools.
- Be aware of and comply with policies and procedures relating to Child Protection, Food Hygiene, Health, Safety and Security, administration and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Help to establish constructive relationships and communicate with other agencies/professionals.
- Participate in training, other learning activities and performance development as required.
- All staff should use and promote Standard English at all times.

WORK ENVIRONMENT

Work demands – Work tasks are interchanged but the set programme is not normally interrupted.

Physical demands – The post requires normal physical effort. However, there may be occasions when awkward postures and / or some lifting and handling are required.

Working conditions – The postholder works in a clean and heated indoor environment. The duties include the preparation of an evening snack, which may include the use of a toaster, kettle and microwave. The postholder will also have to work outside to allow the children to exercise.

Work context – The work involves regular contact with staff and pupils, and there may be some occasions of conflict in the conduct of pupils. It is anticipated however that this would be minimal, and that the postholder would seek assistance if it was required.

Conditions

- After School Club Assistants will undertake any other duties which from time to time that maybe required and be relevant with the post as deemed necessary by the Executive Headteacher or Headteacher.
- The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher/Headteacher the other.

Name:.....

Date:.....

Signed.....

Headteacher Signature.....