



Egerton Church of England Primary School

Together, we inspire, nurture and thrive

Job Description – After School Club Assistant

Purpose of the Job:

To work under the direction of the School Business Manager to provide a safe, caring and stimulating environment for children. To assist in the day to day organisation and operation of Egerton Church of England After School Club. Working in partnership with other staff to promote the well-being of the children and provide a daily routine that meets the emotional, social, physical and intellectual needs of the children.

Key Duties and Responsibilities:

- 1) Assist in preparing the room/s and suitable activities prior to the start of the session. Ensure all children are signed in.
- 2) Support children with any needs they may have, and ensure they have a happy and settled end to their day.
- 3) Engage with children in a proactive and positive way to encourage them to engage in meaningful and constructive activities, giving consideration to families' ethnic, cultural and linguistic backgrounds to ensure that the Equal Opportunities policy is adhered to.
- 4) Encourage cooperation, and supervise the children to ensure their well-being at all times and that their behavior is good.
- 5) Support children in a range of appropriate activities to support their physical, emotional, social and intellectual development.
- 6) Supervise any outdoor play.
- 7) Assist in the preparation of tea time refreshments, having consideration for any known allergies or medical conditions. Maintain high hygiene standards with regard to food storage and preparation. Supervise children while they eat.
- 8) Administer first aid as required.
- 9) Work cooperatively with other team members and show a flexible and enthusiastic approach to the role.
- 10) Supervise children being collected by parents, making sure they have all their belongings and that any relevant/important information is passed on to parents.
- 11) Work with other staff to maintain the room/s used for wrap around care to an agreed standard of cleanliness and hygiene, before, during and at the end of each session to ensure the well-being of children and staff.
- 12) Follow school policies with specific reference to behaviour, e-safety and safeguarding, reporting any concerns to either the School Business Manager or Designated Safeguarding Lead.
- 13) Follow health and safety guidance and specific risk assessments relevant to your role and the wrap around care offered. Work with other staff to complete agreed health and safety checks, in line with food hygiene principles and procedures.
- 14) Undertake relevant training as deemed necessary.

Person Specification: After School Club Assistant

The following outlines the criteria for this post.

Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA	
QUALIFICATIONS	<ul style="list-style-type: none"> You will not need specific qualifications, however qualifications in childcare would be advantageous. Recent school leavers will have evidence of basic educational achievements or qualifications. 	
EXPERIENCE	<ul style="list-style-type: none"> Previous experience of working with or caring for children. 	
SKILLS AND ABILITIES & KNOWLEDGE	<p style="text-align: center;"><u>Essential</u></p> <ul style="list-style-type: none"> Ability to relate well to children Ability to work on own initiative and as part of a team Good communication skills Ability to establish and maintain good relationships with all members of the school community 	<p style="text-align: center;"><u>Desirable</u></p> <ul style="list-style-type: none"> Knowledge of health and safety procedures in the school Knowledge of safeguarding/child protection procedures in the school Basic understanding of food hygiene First Aid certificate or willingness to train

Signed:

Date:.....