

Job Description & Person Specification

BASC Assistant



Job Details

Salary: Kent Range 3

Hours: 15 hours per week; Term-time

Contract Type: Permanent

Reporting to: BASC Supervisor

School Business Manager

BASC Supervisor

BASC
Assistant

BASC Deputy
Manager

BASC
Assistant

Main Purpose of the Job

To work under the direction of the Out of School Club Supervisor to provide safe, high quality play for children. To assist the Supervisor in organising a daily routine that meet the emotional, social, physical and intellectual needs of the children

Main Duties & Accountabilities

1. Contribute to the planning of the daily activities to ensure children's needs are met whilst ensuring the National Standards and out of school play values, as defined by the Supervisor, are met at all times and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
2. Work with other staff to maintain the BASC 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 and advise the BASC Supervisor of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the safety of the children whilst working within KCC Guidelines for Child Protection to ensure the wellbeing of the children.
3. Support the Supervisor in ensuring that children, whilst in the BASC Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds in accordance with the school's Equal Opportunities policy,.
4. Support the BASC Supervisor in ensuring that records, including the children's, families, staffing, registers, health and safety, sickness etc are confidentially maintained in order to ensure effective storage and retrieval of information.

In additional all members of the school community are expected to:

- Display a commitment to child protection and safeguarding.
- Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Person Specification

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• You will not need previous specific experience or qualification. Recent school leavers will have evidence of basic educational achievements or qualifications.• Paediatric First Aid Certificate or willingness to obtain
EXPERIENCE	<ul style="list-style-type: none">• Experience of looking after and/or supporting the development of children aged between 4 and 11 an advantage.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to be able to exchange of information with other staff. Interaction with pupils to ascertain needs.• Needs to be able to be responsible for the safekeeping, cleanliness and use of equipment, supplies and consumables/assembly or disassembly of equipment used by others.
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality