



## **Job Description**

### **After School Club Assistant**

**School: Offham Primary School**

**Grade:**

**Kent Range 3**

**Responsible to:**

**Line Manager**

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## **Purpose of the Job:**

To work under the direction of the After-School Club Supervisor to provide 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.

## **Key duties and responsibilities:**

- Contribute to the planning of the daily activities of the After School Club to ensure children's needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Work with other staff to help provide healthy meals/snacks in order to promote healthy eating and maintain the After School Club to an agreed standard of cleanliness and hygiene, before and during each session, to ensure the wellbeing of the children and staff
- Advise the After School Club Supervisor of any concerns eg regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the wellbeing of the children and work within the KCC guidelines for Child Protection to ensure the wellbeing of the children.
- Ensuring that high standards are maintained in the running of the club, including how the resources (staff, premises and equipment) are used to ensure the needs of the children are met.

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**Person Specification:** **After School Club Assistant**

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications. First Aid qualification would be an advantage
<b>EXPERIENCE</b>	Experience of working in a childcare setting with demonstrable understanding of play work development.
<b>SKILLS AND ABILITIES</b>	<p>Numeracy and literacy skills</p> <p>Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</p> <p>Good influencing skills to encourage pupils to interact with others and be socially responsible</p> <p>Experience of basic technology (computer, video, photocopier)</p>
<b>KNOWLEDGE</b>	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality