

**Job Description: After-School Assistant (KR4)**

**Position:** After-School Assistant

**Pay Scale:** KR4

**Location:** St Peter's CE Primary School, Hawkenbury Road, TN25BW

**Hours:** 3:00 PM - 6:15 PM, Tuesday, Wednesday, and Thursday (with the possibility to extend to Monday and Friday)

**Start Date:** Immediate

**Purpose of the Job:**

To work under the direction of the Extended Services Leader to provide a safe, caring, and stimulating environment for children during wrap-around care after school. To build links and work in partnership with parents, carers, and professionals to promote the wellbeing of the children.

**Key Accountabilities:**

- Support the Extended Services Leader in planning daily activities for the after-school club to ensure children's needs are met.
- Supervise the safe escorting of children to ensure their wellbeing at all times.
- Work with other staff to provide healthy meals/snacks to promote healthy eating.
- Maintain the club to an agreed standard of cleanliness and hygiene before, during, and at the end of each session.
- Advise the Extended Services Leader of any concerns regarding children, parents, or the safety of equipment, preserving confidentiality as necessary.
- Ensure children have access to appropriate and stimulating play activities to provide a motivating environment.
- Maintain high standards in the running of the club, including the use of resources (staff, premises, and equipment) to meet children's needs.
- Ensure all records are maintained, ensuring confidentiality of information.
- Undertake daily supervision of the after-school club, developing and maintaining high standards throughout.
- Supervise the safe escorting of children to ensure their wellbeing at all times.

**Necessary Experience:**

- Knowledge of Health and Safety procedures in the Extended Services Club.
- Knowledge of Child Protection procedures in the Extended Services Club.
- Paediatric First Aid Certificate or willingness to obtain.
- Basic understanding of Food Hygiene.
- Willingness to undertake level 2 Food Hygiene qualification

- Experience with basic technology (computer, video, photocopier).
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities, and confidentiality.

**Person Specification:**

- A warm and encouraging manner.
- Energy and commitment.
- Patience.
- Ability to communicate with pupils to encourage healthy meal selection and oversee play activities.

**Key Responsibilities:**

- Lead play, crafts, and sports activities
- Ensure the safety and well-being of all children
- Collaborate with team members to plan and execute activities
- Maintain a positive and inclusive atmosphere

**Supporting the School:**

- Support the aims, values, and ethos of the school and be aware of school procedures and policies.
- Attend relevant in-service training and participate in professional development opportunities.

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

**Signed:** [Postholder]

**Signed:** [Headteacher]

**Date:** [Date]