



After School Care Assistant (part time)

Job Title:	After School Care Assistant
Responsible To:	Naomi Blows
Responsible for:	Creche and SG Extra Staff
Purpose of Job:	To lead a team on a day to day basis that provides safe, stimulating, comfortable and friendly high quality care, to contribute to and implement crèche policies.

Main responsibilities:

- To plan organised daily activities, within a given framework, appropriate to the different age groups, followed up with observations and record keeping
- To help create a happy and secure environment in which children can develop confidence and grow as individuals, with positive management of children's behaviour
- Ensure after school care runs smoothly in a safe, organised and consistent manner
- Deliver engaging and fun activities
- Provide a safe and secure environment for children, staff and others, that equipment is safe, standards of hygiene are high and safety procedures are implemented
- Manage and maintain club ratios and registers of all children attending Creche/SG Extra
- Ensure the process of registration of children attending is accurately adhered to
- To actively support the children's social development, through appropriate activities and to provide support for other staff in these activities if required
- Coordinate and help set up and clear away all equipment/activities before and after all the children arrive/leave

Updated October 2023