



## **Job Description: After School Club Assistant**

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**School:** St Mildred's Primary School  
**Grade:** Kent Range KSC  
**Hours:** 10 hours a week Term Time Only 3.00 pm – 5.00 pm  
**Responsible to:** Extended Day Manager

### **Purpose of the Job:**

To provide supervision to the children who attend our After School Club Provision

<b>Job Title</b>	After School Club Assistant
<b>Liaison with</b>	Pupils Head of Schools Catering and Caretaking Staff
<b>Job Purpose</b>	Acting as part of a team, to take care and control of all the children on the school premises during the After School Club period.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>To maintain the safety, welfare and good conduct of the pupils during the After School Club period.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>Undertake the daily supervision of the After School Club, developing and maintaining high standards throughout to ensure the welfare of the children.</li> <li>Direct the safe escorting of children to ensure their wellbeing at all times.</li> <li>Take a role in suitably preparing the After School Club in order to provide a stimulating environment for the children.</li> <li>Stimulate, encourage and develop children's play in a positive way enabling them to play appropriately and creatively, individually or in groups.</li> <li>To build positive relationships with children, parents and staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support and liaise with the Extended Day Manager.</li> <li>• To provide a safe, happy environment which promotes and encourages a sociable, welcoming and caring atmosphere for children, staff parent/carers and visitors involved within the setting.</li> <li>• To assist children with eating their meal if applicable. Ensuring close supervision of children during snack times and adhering to the allergy and dietary requirements of each individual child attending the setting.</li> <li>• To clear any tables when meals are finished and clear any associated spillages.</li> <li>• To administer basic first aid as required and keep daily records of first aid administered, together with any other relevant records that may be needed.</li> <li>• Ensure that children, whilst in the After School Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds.</li> <li>• Alert the Extended Day Manager and Head of School of any concerns regarding any individual child or group of children.</li> <li>• Implement the Safeguarding/Child Protection Policies and Procedure and ensure the school's Designated Safeguarding Lead is informed of any issues which arise and take direct action where needed in line with school policies.</li> <li>• Any other duties that may arise, appropriate to the post as directed by a member of the management team.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To attend relevant training and meetings as required.</li> <li>• To respect confidentiality at all times.</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.</li> </ul>



	<ul style="list-style-type: none"><li>• To understand and apply school policies in relation to health, safety, welfare and behavior of pupils.</li><li>• To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li><li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li><li>• The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li></ul>
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