



## JOB DESCRIPTION

<b>Post Title:</b>	<b>Out of School Activities Assistant</b>	<b>Grade :</b>	BEX 03			
<b>Responsible to:</b>	Play Service Manager or nominated officer within school					
<b>Responsible for:</b>	Out of School Activities Assistant/s					
<b>Main purpose of the job:</b>						
<ul style="list-style-type: none"><li>• To contribute to and support the work of the schools Early Years Childcare and Development Unit by way of managing sessional childcare activities for young children either during school time or before and/or after school clubs</li><li>• To ensure the delivery of quality childcare and appropriate age related play opportunities for children that attend the sessions</li><li>• To support an environment which enable good communications, record keeping and information flow between the staff, parents and users of the service</li></ul>						
<b>Duties and Responsibilities:</b>						
<ul style="list-style-type: none"><li>• To create and maintain a safe environment for young children, including undertaking regular reviews of all policies and procedures in partnership with the supervising nominated officer. To work at all times within the guidance of The Children Act 1989 reporting to the Registration and inspection Department and Head of the Early Years Development and Childcare unit immediately any child protection issues that arise</li><li>• To contribute to the planning and organising of a programme of purposeful and stimulating activities and events that will contribute to the social and personal development of children</li><li>• To communicate with parents and outside agencies concerned with the operational activities of the service as the work requires</li><li>• To be responsible for the safety and security for the building and equipment during the period on duty, including ensuring that damage is prevented, action is taken to make safe on a temporary basis as necessary and defects and maintenance matters are reported to the Centre Manager</li><li>• To exercise the duty of care by taking any action necessary to ensure the health and safety of young people and staff involved in the session or other premises users, drawing matters to the attention of the senior management team and/or the Play Services Manager or nominated officer as appropriate</li><li>• To undertake administrative work associated with the session including the staff register, collation of session's notes and reports, incident and hazard reports and attendance records</li><li>• To participate in training and supervision session and staff meeting as required in order to develop the full range of skills and knowledge to satisfy the requirements of the post</li></ul>						

- To work in partnership with other Out of School Activities Assistants to provide flexible cover in the event of sickness, absenteeism and holiday periods to ensure the smooth running and operation of the service
- Exercises judgement in communication with parents and carers
- Experience of implementation various policies and regulations
- Initiate and maintain effective working relationships with colleagues and children both individually and in groups
- Plan and organise the activities of the sessions taking into account the suitability and age of the participants

#### **Other areas of responsibility**

#### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies including the recording and reporting as per the policy and procedures of the Trust
- Promote the safeguarding of all pupils in the school

<b>Signed by:</b>	<b>Post holder:</b>	<b>Date:</b>
	<b>Line Manager:</b>	<b>Date:</b>
<b>Last review date</b>	<b>May 2022</b>	
<b>Next review date</b>	<b>May 2023</b>	

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description may be amended at any time in consultation with the postholder.



## PERSON SPECIFICATION

Qualifications and training
<ul style="list-style-type: none"><li>• Good level of numeracy and literacy skills</li><li>• First aid qualification</li></ul>
Experience
<ul style="list-style-type: none"><li>• Experience of working with children in activities</li></ul>
Skills and knowledge
<ul style="list-style-type: none"><li>• Working knowledge and direct experience of working with children</li><li>• An understanding and appreciation of the differing needs and abilities of children</li><li>• Ability to organise a high quality, balanced and imaginative programme of activities appropriate for the age of the children</li><li>• Be able to safely supervise and engage in activities with children</li><li>• Ability to respond quickly and effectively to issues that arise</li><li>• Ability to use own initiative and take action accordingly</li><li>• Effective communication skills with adults and children</li></ul>
Personal qualities
<ul style="list-style-type: none"><li>• Ability to be pro-active with a team, working effectively with a range of styles and personalities</li><li>• Trustworthy and discreet for confidentiality</li><li>• Adaptable and willingness to embrace challenges</li><li>• Proactive and keen learner, with a willingness to undertake further training and professional development for the role</li></ul>