

School: Bean Primary School

Grade: Kent Range 3

Responsible to: Line Manager

Purpose of the Job:

We wish to appoint an excellent and enthusiastic After-School Club Assistant to join our friendly and supportive team. We are looking for someone with flexibility and the ability to contribute to our school's community. The successful applicant will be sensitive to children's varying needs.

The successful candidate will:

- have experience of supporting individuals and small groups of children
- support the social, emotional, mental, behavioural and medical needs of pupils

The main duties include:

- Assisting with the afterschool provision
- Assisting with planning, preparing and delivering quality play opportunities within a safe and caring environment
- Providing comprehensive care for the children including collecting them from class and delivering them safely to parents or carers
- Assisting with setting up the play space including moving furniture and play equipment
- Providing refreshments and ensuring that hygiene, health and safety standards are met
- Keeping accurate records
- Administering first aid when necessary
- Working with children and involving them in planning activities
- Helping with club administration, where necessary
- Encouraging parental involvement in the club
- Facilitating good communication with all members of the organisation, parents, and school
- Undertaking appropriate and relevant training
- Keeping the working environment healthy, safe and secure
- Working within the framework of the school's policies and procedures