



**Job Title:** After School Club Assistant

**Reports to:** After School Club Leader

**Hours:** 3pm-5.00pm (term time only)

**Salary:** KSA

### **Purpose of the Role:**

To support the safe, engaging, and inclusive delivery of after school provision, ensuring all children are supervised, supported, and able to enjoy a range of structured and free-play activities in line with safeguarding and welfare requirements, including the Early Years Foundation Stage statutory framework where applicable.

### **Key Responsibilities:**

#### **Supervision and Care**

Supervise children at all times, ensuring their safety and wellbeing  
Maintain appropriate staff-to-child ratios

#### **Safeguarding**

Follow the school's safeguarding and child protection policies at all times  
Report any concerns about a child's welfare to the designated safeguarding lead (DSL)

#### **Behaviour Management**

Promote positive behaviour in line with the school's behaviour policy  
Manage minor behavioural issues calmly and consistently

#### **Health & Safety**

Set up and clear away equipment and resources safely  
Ensure a clean, safe, and secure environment  
Follow risk assessments and health and safety procedures

#### **Food and Hygiene**

Assist with preparation and serving of snacks  
Ensure food hygiene standards are followed  
Be aware of children's dietary needs and allergies