



St Michael's C of E Infant and Junior School

Job Description and Person Specification

Job details –After School Club Assistant

Salary: Kent Scheme A (£26,168 Pro Rata)

Hours: 15 hours per week (5 afternoons per week)

Contract type: Term Time

Reporting to: Senior Leadership Team

Main purpose

During After School Club, to provide a snack and fun and engaging activities for the children to take part in and enjoy.

Duties and responsibilities

Supervision

- Supervise pupils in the infant hall and playground
- Encourage pupils to eat their after-school snack and monitor those who don't, reporting any concerns to the Designated Safeguarding Lead
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers or Designated Safeguarding Lead

Organisation

- Manage pupils' entrance and exit from after school club, ensuring the children are safe
- Organise children's choices for after school snack
- Clean up food and water spillages

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
- Record details of incidents in line with the school's reporting procedures
- Be aware of and support pupils with medical/dietary needs

- › Promote the school's policy around healthy eating to pupils
- › Feedback concerns relating to pupils' health and safety to a senior member of staff

Behaviour

- › Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's positive communication policy
- › Take necessary action to minimise disruption and harm to pupils, in line with the school's positive communication policy
- › Make sure children tidy up after themselves in the lunch area and when using play resources/equipment
- › Follow any directions from class teachers on supporting specific pupils with challenging behaviour

Play

- › Organise play activities to encourage pupils to play and make use of play equipment
- › Offer educational instruction where needed to help pupils to share play equipment
- › Help to resolve issues between pupils during play activities

Safeguarding

- › Make sure pupils remain on the school premises during the club
- › Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- › Report any concerns regarding the children to the designated safeguarding lead

Other areas of responsibility

- › Read and follow the relevant school policies
- › Undertake training required to develop in the role

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 may be carried out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• First aid training (or willingness to complete it)
Experience	<ul style="list-style-type: none">• Working with children or young people• Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none">• Ability to respond quickly and effectively to issues that arise• Ability to use own initiative and take action accordingly• Effective communication with adults and children• Ability to follow instructions from senior team members• Ability to have a firm but fair approach to handling behaviour issues in line with the school's policies• Ability to build effective working relationships with colleagues
Personal qualities	<ul style="list-style-type: none">• Commitment to supporting and understanding pupil needs• Uphold and promote the ethos and values of the school• Maintain confidentiality at all times• Commitment to safeguarding, equality, diversity and inclusion

Notes:

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

If you don't have all of the experience listed above but are interested in applying, contact the school office on 01622 751502.

Last review date: June 2025

Next review date: June 2026