



Radnor House

— SEVENOAKS —

JOB TITLE: After School Care Assistant
HOURS: Monday to Friday, 3.30pm – 7.00pm, Term Time Only

JOB DESCRIPTION

- To create a safe and happy environment in which children, aged 2 ½ -11 years, can play.
- To supervise children at play
- Log children out on departure, liaising with parents
- To set out, in conjunction with the session assistant, a variety of age appropriate activities, games, crafts, construction in which children may participate
- Weather permitting, supervise children in the outside play area
- To serve tea to pupils. May be hot or cold and served at different sessions.
- To ensure a high standard of behaviour, both at the table (i.e. table manners) and during play sessions (e.g. sharing and respect for equipment)
- Maintain a tidy area and clear away at the end of the session
- To stay behind if necessary once After School Care is finished to ensure all children have been collected by a relevant parent or guardian.
- To be aware of all the relevant safeguarding and health and safety requirements
- Hold parent details and pupil medical requirements
- Attend to children's physical welfare such as changing after toilet accidents, sickness and support when ill
- Attend Inset days incorporating staff training and staff meetings and line management meetings
- Any other duties that may reasonably be required by the Head of the Prep School
- The After School Care Assistant will be line managed by the After School Care Manager

QUALIFICATION and SKILLS

- Minimum: EYFS full and relevant Level 3 qualification
- A caring, fun-loving, team player who enjoys working with young people
- The person will need to be reliable, enthusiastic, adaptable, discreet and tolerant
- Good organisation and communication skills
- To undergo necessary training e.g. First Aid, Food Hygiene, Child Protection, Fire Safety
- Experience in a similar setting would be an advantage

SALARY

- Will be competitive and subject to experience