



Job Description: Afterschool Club Assistant

School: Bromstone Primary School

Grade: Kent Range 3

Hours: 11

Contract: Part time

Responsible to: Club Supervisor

Purpose of the Job:

To work under the direction of the Afterschool Club Supervisor to provide safe, high quality play for children.

To assist the Supervisor in organising a daily routine that meets the emotional, social, physical and intellectual needs of the children

To build links and work in partnership with parents, carers and professionals to promote the well being of the children.

Key duties and responsibilities:

1. Contribute to the planning of the daily activities to ensure children's needs are met whilst ensuring the National Standards and afterschool play values, as defined by the Supervisor, are met at all times and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
2. Work with other staff to maintain the Afterschool Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well being of the children and staff and advise the Afterschool Club Supervisor of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the safety of the children whilst working within KCC Guidelines for Child Protection to ensure the wellbeing of the children.

3. Support the Supervisor in ensuring that children, whilst in the Afterschool Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds in accordance with the Afterschool Club's Equal Opportunities policy.
4. The school is committed to safeguarding and promoting the welfare of the young people in its care and all posts are subject to an enhanced DBS check.

Person Specification: Afterschool Club Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• NVQ 2 or equivalent desirable.
EXPERIENCE	<ul style="list-style-type: none">• Experience of working with children in an Afterschool Club
SKILLS AND ABILITIES	<p>Knowledge of Health and Safety procedures in the Afterschool Club</p> <p>Knowledge of Child Protection procedures in the Afterschool Club</p> <p>Paediatric First Aid Certificate or willingness to obtain</p> <p>Must have a basic understanding of Food Hygiene</p> <p>Experience of basic technology (computer, video, photocopier)</p> <p>Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</p>