



Whitstable & Seasalter Endowed Church of England (Aided) Junior School

High Street, Whitstable, Kent CT5 1AY

Tel: 01227 273630

Headteacher: Ellen Butcher

headteacher@whitstable-endowed.kent.sch.uk

AFTERSCHOOL CLUB (LIGHTHOUSE KEEPERS') ASSISTANT

Grade: Kent Range 3

Responsible to: Line Manager

PURPOSE OF THE JOB:

To work under the direction of the Lighthouse Keeper's Manager to provide safe, high quality play for children. To assist the other staff in the club in organising a daily routine that meet 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 out of school play values, as defined by the Manager and Headteacher, are met at all times and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
2. Supervise and lead activities suitable for the children that attend Lighthouse Keeper's Club.
3. Work with other staff to maintain 'Lighthouse Keeper's' 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 Lighthouse Keeper's Manager 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 the school's Child Protection Policy to ensure the wellbeing of the children.
4. Prepare food in line with the relevant Food Hygiene Standards for the children, being fully aware of any allergies or dietary requirements of the children.
5. Support other Lighthouse Keeper's staff in ensuring that children, whilst in the Lighthouse Keeper's 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 School's Equal Opportunities policy.
6. Support other Lighthouse Keeper's staff in ensuring that records, including the children's, families, staffing, registers, health and safety, sickness etc are confidentially maintained in order to ensure effective storage and retrieval of information.
7. Administering basic first aid when necessary.

Footnote - This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



PERSON SPECIFICATION	
QUALIFICATIONS	<p><u>Essential</u> GCSE Maths and English as a minimum</p> <p><u>Desirable</u> Level 2 Food & Hygiene First Aid Certificate</p>
EXPERIENCE	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Must have basic experience and/or understanding of Food Hygiene in a school or childcare setting • Knowledge of Health and Safety procedures • Knowledge of Child Protection procedures • Working with children in a school, nursery or childcare setting <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Paediatric First Aid Certificate or willingness to obtain • Experience of basic technology (computer, video, photocopier) • Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Good communication skills • Ability to relate to children and adults alike • Flexibility • Sound judgement and common sense

You may wish to add required behaviours. For more information visit: <https://shareweb.kent.gov.uk/Documents/jobs/working-for-us/Behaviours-up-to-KR12.pdf>