

**Job Description - After School Care Assistant**

This is an ideal opportunity for a creative, patient and friendly person, who loves working with children, to join The Wells Free School staff team.

**Responsibilities will include:**

* To be responsible for the care, behaviour and safety of the children attending the After School Care service.
* Planning a range of activities with the children and encouraging them to be creative with their play.
* Motivating and encouraging children to play and try new things.
* Providing a fun and stimulating environment for the children with age appropriate play.
* Preparation of the room for the activities and tidying away again at the end of the session.
* Communicating with parents and guardians each day at drop off and pick up times.
* To promote and market the service to children, parents and carers.
* To fully understand and implement all relevant school policies including first aid, safeguarding and fire evacuation procedures in a calm and responsible manner.
* To carry out any other appropriate duties as may be requested by the line manager.

**Working Hours:**

* The role is for 4 days (after school hours 2.30-6.00pm). Available days: Tuesday to Friday.

**Personal Skills:**

* Have a keen and demonstrated interest in working with children.
* Fully supportive of The Wells Free School values and ethos.
* Have good written and communication skills in order to liaise effectively with colleagues, parents and carers.
* Be innovative, proactive and creative in planning activities for children.
* Be professional, confidential, conscientious, reliable and trustworthy.
* Be prepared to undertake any training as necessary to fulfil the role.
* Be flexible to working additional hours for training or to cover sickness absence.
* Be eligible to work in the UK.
* Have a clear enhanced DBS and legally able to work with children (DBS check will be organised by the school)

**Contract:**

Permanent starting as soon as possible from the end of the interview process, subject to references, dbs and right to work in the UK checks. This includes 6 months’ probationary period.

**Salary:**

KR3 £18,039 pro-rata, 3.5 hours per day Tuesday to Friday, our school term time only.

(Please note our term time vary to that of a Kent County Council school)

The school and all its personnel are committed to safeguarding and promoting the welfare of children and young persons. This post is subject to an Enhanced Disclosure Application from the Disclosure and Barring Service.