

JOB DESCRIPTION**SCHOOL:****POST TITLE:** Before and After School Club Assistant**GRADE:** C (SCP 8 – 10)**REPORTS TO:****MAIN PURPOSE:** Under the direct instruction of the Before and After School Club Deputy/Leader, will work to ensure the service operates within relevant legislation and regulations; the children are safe and happy and that relevant educational and recreational activities take place.

TASKS:

- Ensuring that the programme of activities is interesting to the children using the facilities by providing a variety of educational and recreational activities
- Checking play equipment regularly to ensure the safety and well being of club users
- Ensuring that parents, carers and other visitors are made to feel welcome on visiting the club and that they receive appropriate information and advice
- Maintaining accurate records
- Administering basic First Aid where necessary
- Assist in preparing healthy snacks and meals where appropriate
- To assist with setting up and clearing away at the beginning and end of each session
- To take reasonable care of your own Health & Safety and co-operate with management, as far as is necessary to enable compliance with the School's Health & Safety rules and legislative requirements
- To undertake such personal training that may be deemed necessary to meet the duties of the post
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

PERSON SPECIFICATION

POST TITLE: Before and After School Club Assistant

GRADE: C (SCP 8 – 10)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Induction/Basic skills • Willingness to work towards a relevant childcare qualification • Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> • First Aid training • The Support Work in Schools VQ (SWIS)
EXPERIENCE:	<ul style="list-style-type: none"> • Experience of working in a similar environment providing educational and recreational activities or be able to demonstrate the necessary attributes to do this 	<ul style="list-style-type: none"> • Experience of working with school age children
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Be able to execute routine tasks on instruction • Be able to work as part of a team but also on own initiative • Basic record keeping skills • Adhering to confidentiality at all times • Ability to relate well to children and adults • Positive approach to customer care 	<ul style="list-style-type: none"> • Knowledge of children's dietary requirements and healthy eating • Knowledge of Child Protection • Knowledge of Health & Safety legislation
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Friendly and approachable manner • Calm and confident demeanour • Polite and punctual • Reliable • Flexible approach • A commitment to working as part of the whole school team and supporting the vision and aims of the school 	