

## Job Description - After School Club Assistant

**Responsible to:** Head of Junior School/Deputy Head

### Main Purpose

To assist with supervision of children in after school clubs by providing a safe, nurturing environment for the children.

To provide and organise appropriate activities during the club sessions.

To maintain complete confidentiality on all school matters.

### Qualifications

Formal childcare qualifications not essential but desirable.

Current First Aid certificate (training will be provided if necessary)

Food Handling certificate (training will be provided if necessary)

### Person Specification

- Capable, calm (tolerant/patient) and thorough
- Good organisational skills
- Sense of humour and perspective
- Commitment to supporting the aims and ethos of the school
- Ability to encourage and support children and with an interest in children's wellbeing
- Ability to communicate effectively
- Able to work as part of a small team
- A willingness to learn and show initiative
- Excellent punctuality and attendance record
- Ability to maintain confidentiality

### Duties and Responsibilities

#### After School Club

- Preparing and organising a variety of Activities for the children
- Preparing and serving snacks for the children
- Maintaining registers
- Maintaining/cleaning resources used by children
- First aid
- General supervision duties, promoting good behaviour at all times

- A willingness to tidy away after children
- Good social skills to interact and liaise with colleagues, parents and their representatives

### Supper Club

- Supervising children in Supper Club, maintaining order, discipline and good manners
- Ensuring children eat a balanced and nutritious supper
- Maintaining registers and ensuring they are regularly updated.
- Ensuring appropriate handover to parents or their representatives
- Ensuring the environment is clean and tidy and that resources are correctly stored after children have departed

### Continuing Professional Development

- Undertake any necessary professional development, taking full advantage of any relevant training available.
- Attend staff inset

### Hours

- Term-time only
- Monday - Friday
- 3.00 - 6.00pm

### Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).