

Plaistow and Kirdford Primary School
JOB DESCRIPTION - After School Club Assistant

Responsible to: After School Leader and School Business Manager

Salary: Grade 3

Casual

Main Purpose of the Job:

To support the After School Club Leader (ASC Leader or Deputy) assisting in delivering high quality childcare and activities for our children within the setting of the school's After School Club.

Main Duties Specific for this Post:

- To support the ASC team to deliver a stimulating programme for our children attending the After School Club which takes account of their individual needs and interests.
- To support the ASC team so that activities undertaken are delivered with due regard for the health and safety of children and in accordance with policies and risk assessments.
- To be aware of child protection issues and adheres to school procedures.
- To ensure that the school's equal opportunities and equal access policies are an integral part of all activities undertaken.
- To develop and maintain good working relationships with colleagues including those within the team, the school staff, parents, children and external agencies as necessary.

Administration/Other

- To maintain appropriate records as directed by the school including:
 - attendance records
 - accurate records of accidents and/or incidents
 - accurate records of complaints
 - accurate records of activities undertaken by the club
 - any other records of administration which may be required
 - assist with the planning, ordering, preparing and serving snacks/refreshments for the children, observing hygiene rules as well as individual needs
- Where appropriate to maintain specific records on individual children e.g. dietary/medical information.
- To ensure the proper use and security of premises and equipment.
- To monitor and assess one's own practice and that of colleagues, supporting colleagues where necessary.
- To work as a member of a team that promotes an environment that safeguards and protects children.
- To adhere to the Confidential Reporting and Whistleblowing policies in addition to the school's Safeguarding Policy.
- To undertake any other duties commensurate with the nature and grade of the post which may from time to time be required to ensure the effective delivery of services.

Personal Responsibilities

To ensure that the care of the children is paramount and is maintained to the agreed standards according to the school's values and ethos

To ensure that a high level of confidentiality is maintained in all aspects of work

Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

July 2018