

Job Description – After School Club Assistant

RESPONSIBLE TO Headteacher

Objectives of the Role

To work as part of the After-School Club Team, providing high quality childcare and a settled start before school.

Key Duties

1. To set up and clear away the After-School Club room paying full regard to Health and Safety, leaving room clear and clean for other purposes.
2. To cater for the needs of the children attending After School Club
3. To assist with the provision of high-quality activities and offer appropriate stimulation and support to the children
4. To promote learning through play
5. To provide support and to assist with supervision of games and activities.
6. To assist with the compliance of all Health and Safety, and food preparation regulations.
7. To report any concerns about a child or any aspect of After School Club Manager / Leadership team / Principal.
8. To undertake appropriate training and development activities.
9. To be proactive in engaging with our children to create a happy, stimulating environment.
10. Any other duty requested by the Principal / After School Club Manager / Leadership team
11. To foster a stimulating environment for the children.
12. To welcome children to a warm friendly environment.

Work Context

1. The club assistant will help to ensure that the club runs smoothly and that all children will be directed in an organised and consistent way. The club assistant will be contributing to a safe and happy play environment for the club.
2. The post holder must understand the relevant statutory guidance and the Play Principles particularly with regard to safeguarding. An awareness of child protection issues and procedures is essential.
3. The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate children and provide feedback to professionals, parents and other stakeholders.

Academy Development

- The post is based at Greenside Primary School but travel to the Trust's other academies and other venues may be required to fulfil the requirements of the post.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of all cautions, reprimands or final warnings as well as convictions whether spent or unspent. Criminal convictions will only be taken into account where relevant to the post.

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