**After School Club Assistant**

**Job Description**

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| **POST TITLE**: After School Club Assistant  **REPORTS TO**: School Business Manager, Head Teacher  **MAIN PURPOSE OF THE POST:**   * To assist with the day to day responsibility of the children in our care. * To assist with the day to day organisation of the club.   **SUMMARY OF RESPONSIBILITIES AND DUTIES**  **KEY AREAS**   * Supervision of children during after school club activities * Ensuring that hygiene standards are maintained * Ensuring that safety standards are maintained * Ensuring that school policies and guidelines are followed   **JOB ACTIVITIES**  **Supervision of Children**   * To provide care for children aged 4 to 11 years. * To ensure that the after-school club is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented * Responsibility for activities, including planning and delivery * To co-ordinate and promote the building of strong links between the after school club and parents/carers, promoting a smooth transition from school to after school club and then to home. * To actively support the children's social development, through appropriate activities and to provide support for other staff in these activities if required. * Set a positive role model for children. * Co-ordinate and help set up and clear away all equipment/activities before and after all after school club sessions. * To work within school policies * To undertake training as appropriate to the post * Any other duties deemed necessary for the safe and efficient running of the club.   **Hygiene Standards**   * To provide refreshments and be aware of food safety hygiene regulations. * Supervise hand washing   **Safety Standards**   * To attend to minor first aid and sickness etc. * Ensure that equipment and environment used is clean, safe and in good working order at all times. |