**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.
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