

## **Job Purpose & Objectives**

Responsible for running the school's After School Club on a daily basis (during term time)

## **Main Duties & Responsibilities Details**

- Providing children with a range of activities at the end of the school day including crafts, group games, construction, active play (using the school grounds - weather permitting), quiet activities and overseeing homework activity
- Setting up the environment daily (from 3.00 pm)
- Oversee the additional support staff in the environment
- Preparation of snacks and drinks
- Monitoring food stock levels and liaising with the Office Manager to prepare stock orders
- Communication with parents and carers at pick up times (face to face or via telephone)
- Managing a small budget for resources and consumables
- Providing First Aid (Paediatric First Aid certification required)
- Be committed to providing high quality care for all children and meeting the needs of each child in your care
- Plan and implement the delivery of a varied programme of games, crafts, activities and homework supervision
- Be able to lead other staff effectively and positively
- Have a comprehensive understanding of safeguarding, rigorous safeguarding practices and a commitment to maintaining up to date safeguarding knowledge through additional training
- It is desirable that you hold a NVQ level 3 in Playwork/Childcare or similar (e.g. NCFE CACHE Level 3 Playworker or Teaching Assistant qualification) and have experience of working with children aged 4-11yrs.
- Hold Food Hygiene Certificate Understand and practice requirements for food hygiene and dietary and allergy restrictions (Food Hygiene Certificate required)
- Be trained in Paediatric First Aid and hold current certification (or willingness to undertake necessary training)
- Be an excellent communicator and uphold the professional standards expected of all staff as outlined in Academy and Trust Policies.

## **Experience, Knowledge and Qualifications**

### **Essential:**

- Literacy skills in order to keep a register of pupils attendance and Numeracy skills to record monetary transactions
- Understanding of relevant policies/codes of practice and awareness of relevant legislation including Health and Safety, Hygiene and Child Protection
- Commitment to and understanding of Equal Opportunities
- Understanding of child development and learning
- It is essential that you hold a NVQ Level 3 in Playwork/Childcare or similar (e.g. NCFE CACHE Level 3 Playworker or Teaching Assistant qualification) and have experience of working with children aged 4-11 years.

### **Additional Information**

At Stoke Damerel Primary Academy, it is our practice to vary specific staff responsibilities in line with needs of the school. This will be carried out in consultation with the post holder.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

### **General Information for all Posts**

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher. The aim of this job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility.

This job description may be amended at any time after discussion with the post holder.