



JOB DESCRIPTION

TITLE: After School Club Assistant

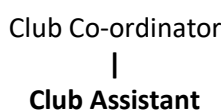
SCHOOL: The Ferrars Academy

RESPONSIBLE TO: Club Co-ordinator

GRADE: L1A

PURPOSE OF POST: To help in the provision of out of school hours child care provision under the supervision of the Club Co-Ordinator.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

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1. Assist in the supervision of children in the Before/After School Club, monitoring pupil attendance, helping to maintain a healthy, safe and well-behaved environment at all times, taking action as necessary.
2. Assist in the registration and the completion of forms as required.
3. Administer the lists of pupils to be collected from/delivered to classes each day, ensuring all personnel are appropriately informed.
4. Help in the taking of the register and in ensuring it tallies with the expected numbers, taking action as necessary.
5. Take in attendance fees and issue receipts for all monies received, ensuring all monies are secured on the premises. Keep a record of fees not paid.
6. Help to organise adequate refreshments.
7. Record any accidents/incidents properly, informing parents and others appropriately.
8. Ensure all Club equipment is cleared and locked away, leaving the premises clean, tidy and secure.

DIMENSIONS:

Supervisory Management: None

Financial Resources: Sundry funds relating to Club fees.

Physical Resources: Club play equipment.

Other:

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School

Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

Physical Effort: The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided.

Working Environment: There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools.'

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience of care of young children.	1,2	Experience of working in a school environment.	
Skills/Abilities	Able to communicate effectively with parents and young children- able to empathise, counsel and comfort. Able to maintain accurate records. Able to work effectively in a team. Able to add, subtract, multiply and divide. Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2 1,2 1,2 1,2,5 1,2,5		
Competencies	Able to demonstrate appropriate motivation to work with young people Able to form appropriate relationships with young people	1,2 1,2	Emotional resilience in working with challenging behaviours Appropriate attitudes to use of authority and maintaining discipline	1,2 1,2
Equality Issues	Have some understanding of the term 'Equal Opportunities'.	1,2		
Specialist Knowledge				
Education and Training	First Aid certificate, or able to train and pass.	4	Basic Food Hygiene	4
Other Requirements		1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

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