

Hazeldene School

Care Club Assistant

Job Description and Person Specification



JOB DESCRIPTION

Post: Care Club Assistant

Responsible to: Care Club Leader / Headteacher

Grade: 2B points 3 to 5

Job purpose:

To work as part of the Care Club team to support the day-to-day running of the provision, ensuring high standards of care, play and supervision in a safe, secure and welcoming environment. The role includes promoting pupils' wellbeing, behaviour and inclusion, and contributing positively to the wider ethos and aims of the school.

Main Duties and Responsibilities

- Supervise pupils attending Care Club, ensuring a safe, friendly and supportive environment.
- Promote and model positive behaviour, following school policies and expectations.
- Facilitate and encourage positive play and interactions across all age groups, including Nursery pupils.
- Assist in planning and delivering a range of creative, age-appropriate and inclusive play opportunities.
- Ensure activities meet the diverse needs, interests and backgrounds of all children.
- Set up and clear away resources and furniture required for after-school activities.
- Provide personal care as required, depending on age or need (e.g., toileting, nappy changing, offering comfort, responding to distress).
- Administer minor first aid and seek further assistance when needed.
- Monitor pupils' wellbeing and alert senior staff if a child appears unwell or if any safeguarding or welfare concerns arise.
- Ensure all equipment, resources and play areas are clean, safe and in good working order.
- Support pupil hygiene practices such as hand-washing.
- Follow all health & safety procedures, including food hygiene standards.
- Record accidents and incidents following school policy and reporting procedures.
- Assist in the preparation and serving of food and drinks for children attending Care Club, following hygiene and safety guidelines.
- Build positive relationships with children, parents, carers and colleagues.
- Communicate and liaise professionally with staff, including informing the Headteacher of welfare concerns or significant injuries.
- Work collaboratively with team members to ensure smooth running of the provision.
- Participate in training, meetings and performance development activities as required.
- Reflect the school's values, ethos and safeguarding responsibilities in all aspects of the role.

General

- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder.
- In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.



PERSON SPECIFICATION

Attributes	Essential	Desirable
Education/ Qualifications	<p>Literate and numerate</p> <p>Level 2 or above qualification in Childcare, Playwork or a related field</p> <p>Entitlement to work in the UK</p>	<p>Paediatric First Aid qualification</p> <p>Food Hygiene certificate (or willingness to obtain)</p> <p>Safeguarding / Child Protection training</p> <p>Evidence of ongoing professional development in childcare or education</p>
Experience	<p>Experience working with children in a school, childcare or playwork setting</p> <p>Experience planning and delivering play-based or structured activities</p>	<p>Experience supporting children with additional needs</p> <p>Experience working within EYFS requirements</p>
Skills/Knowledge/ Aptitude	<p>Good understanding of safeguarding, health & safety and positive behaviour management.</p> <p>Able to plan engaging activities that support children's development.</p>	<p>Understanding of the EYFS framework and child development</p> <p>Familiarity with school policies and procedures</p>
Motivation	<p>Genuine enthusiasm for working with children and supporting their development.</p> <p>Commitment to providing a safe, engaging and high-quality childcare environment.</p> <p>Willingness to take responsibility, show initiative and continuously improve practice.</p> <p>Positive attitude towards teamwork, problem-solving and adapting to the needs of the club.</p> <p>Commitment to safeguarding and to the values and ethos of the school.</p>	
Other	<p>Willingness to work flexibly to meet the needs of the club.</p> <p>Willingness to undertake training and professional development.</p> <p>Ability to meet the physical demands of the role (setting up equipment, supervising active play).</p> <p>Successful enhanced DBS check.</p> <p>Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post.</p>	

Notes:

This job description may be amended at any time in consultation with the postholder.



PERSON SPECIFICATION

Last review date: February 2026

Next review date: reviewed at each appraisal

Line manager's signature: _____ Date: _____

Postholder's signature: _____ Date: _____