



Eynsham Partnership Academy Trust

Job Description

After School Club Assistant

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| Responsible to: Headteacher | Grade: 4 |
| Hours: 10.25 hours a week | Duration: 3.15-5.30pm Mon-Thurs 3.15-4.30 Friday |
| Main Location: Standlake School | |

Context:

- To assist in the running of the club

Key Duties:

- Assist and supervise activities for children (aged 4-11 years old) with varying needs and interests
- Serving light snacks and a light tea to the children
- Safely transferring the children to the club from classrooms at the end of the school day
- Safely transferring the children to parents when they are collected at the end of club
- Ensure the setting up, cleaning and clearing away of all equipment during each session
- Promote good behaviour by using praise and reward, in the first instance
- Administer first aid as required
- Record and report accidents and incidents in a timely and accurate manner

Key Responsibilities:

- Promote the overall ethos, work and aims of the school
- Adhere to our policies and procedures relating to:
 - Safeguarding and Child Protection
 - Health and Safety
 - Code of Conduct, including confidentiality
 - Equality Opportunities
 - Anti-Bullying, Harassment and Discrimination
- Maintain a professional manner with children, staff and families at all times
- Participate in training and other learning activities and performance development as required
- Other duties/responsibilities which from time to time may be determined

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Eynsham Partnership Academy (EPA) Employees are predominantly based at one location but may be required from time to time to work at another school within the Academy.
A full list of schools within EPA can be found at <http://epa-mat.org/>

This position is subject to a variable hours' clause where the contracted hours can be reduced by a third. This enables the Trust to manage variations in pupils' needs that can occur from one year to the next while offering the employee a permanent contract.

Person Specifications

| | Essential | Desirable |
|---|-----------|-----------|
| Experience | | |
| Working or supporting children aged 2-5 years old | ✓ | |
| Working in a school setting | | ✓ |
| Knowledge, Skills and Understanding | | |
| To have an understanding of safeguarding | ✓ | |
| To have confidence in leading or assisting games and activities with children | ✓ | |
| To be able to serve 'light' snacks and teas hygienically | ✓ | |
| Personal Attributes | | |
| Good communication and interpersonal skills, with adults and children | ✓ | |
| Calm, friendly and professional | ✓ | |
| High expectations of self and others | ✓ | |
| A team player who can also take the initiative when needed | ✓ | |
| Reliable, punctual and have effective time management skills | ✓ | |
| Qualifications | | |
| GCSE 'C' or equivalent in English and Maths | | ✓ |
| NVQ Level 3 Childcare or equivalent | ✓ | |
| Safeguarding children training* | | ✓ |
| First Aid Certificate* | | ✓ |
| Food Hygiene Certificate* | | ✓ |

**A candidate's application may be strengthened by already having these qualifications. If a candidate does not have the relevant certificates, the school will provide the opportunity for the successful candidate to undertake the qualifications.*