



Wolvercote Primary School Job Description After School Club - Childcare Assistant

Job Title	After School Club – Childcare Assistant
Reports To	Childcare Coordinator
Salary	Salary will be Grade 4, Spine Point 4 - 5 £13.05 - £13.26 per hour
Hours	In term time: Mon to Fri 2.45pm to 6pm (hours can vary)

Introduction

To work in Wolvercote Primary School's After School Club under the instruction/guidance of our Childcare Coordinator to provide supervised play opportunities for children from 4 to 11 years old.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher and Childcare Coordinator. They will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

Duties

- Taking part in the delivery of safe, creative, appropriate play opportunities in a fun and caring environment
- Helping ensure safe arrival of children at the club and the safe delivery to carers at the end of day
- Keeping children safe and minimising risks in the play environment
- Providing snacks/refreshments to the children
- Administering first aid as appropriate
- Being responsible for looking after toys and equipment, and tidying rooms each day
- Working within school policies and procedures, with particular reference to understanding safeguarding responsibilities for the children in our care

Health and Safety

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Safeguarding

Wolvercote Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



Wolvercote Primary School Person Specification After School Childcare Assistant

	Essential	Desirable
Qualification & Experience	<ul style="list-style-type: none"> • GCSE in Maths & English (Grade C or above) or NVQ 2 or equivalent • Participate in development and training opportunities • Some experience of working with children 	<ul style="list-style-type: none"> • An appropriate qualification in Childcare/Play work at Level 2 or equivalent • A Levels or NVQ 3 or equivalent • Experience of two years or more working with children from 3-11 in the play environment.
Knowledge & Skills	<ul style="list-style-type: none"> • Use basic technology – computer, video, photocopier • Ability to relate well to children and adults • Work constructively as part of a team, • Ability to work on own initiative and as part of a team • An understanding of child development and learning 	<ul style="list-style-type: none"> • Training in paediatric first aid • Effective use of ICT to support learning • Understanding of relevant policies/codes of practice and awareness of relevant legislation • Ability to self-evaluate learning needs and actively seek learning opportunities
Other	<ul style="list-style-type: none"> • Sense of humour • Ability to be flexible 	