



Innovate
Multi Academy Trust
Aspiration, Inclusivity, Kindness, Resilience

Job Description

Afterschool Club Session Assistant

LOCATION: WOODFORD HALSE CE PRIMARY ACADEMY

RESPONSIBLE TO: HEAD OF SCHOOL, SCHOOL OFFICE MANAGER

RESPONSIBLE FOR: N/A

LIAISES WITH: ALL STAFF

WORKING HOURS: 8 HOURS, 45 MINUTES 3:15 pm to 5:00 pm Monday to Friday

SALARY SCALE: Point 2 £12.65 per hour £4,849.61 annual salary

Purpose of the job

To provide supervision for the children attending the afterschool club sessions ensuring their enjoyment and safety.

Specific Accountabilities

Key Features:

- Promote the use of the club to parents/carers.
- Be the key point of contact for the club and deal with any enquiries from parents/carers.
- Take registers
- Welcome the children to each session, ensure they are safe, fed and occupied with suitable activities
- Responsible for shopping and ensuring sufficient food
- Be a key holder and responsible for opening/locking up before/after sessions
- Organise activities and activity resources, replace resources as and when required
- Organise staffing rotas to ensure child/staff ratios are correct
- Encourage positive behaviour through actions such as role model, praise, sticker rewards, notifying parents or other methods
- Manage behaviour in a calm, firm and positive manner

- Promote inclusive education and integration and help in the development of relationships by encouraging appropriate interaction between children

Afterschool session:

- Welcome children; take any messages from staff to pass on to parents
- Ensure children place their belongings neatly away before entering the session
- Prepare and serve a snack for each child
- Ensure children eat and drink at the table and they tidy away after they have eaten by placing dirty crockery ready for washing up
- Wash and put away crockery, clear and clean surfaces
- After children have eaten, allow them to either sit at the table, play in the designated areas. If they wish to use a Chromebook make sure they are available for their use
- Deal with any first aid incidents & accidents and record following school procedures
- Contact parents if a child becomes unwell or requires collecting as a result of an accident
- Supervise the children putting equipment they have used away tidily
- Release children to their parents at the end of the session
- Pass on any messages to parents

Arrangements for appraisal of performance:

The role will be monitored through the school's performance management programme and by the usual monitoring systems of the Head of School.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

Afterschool Club Session Assistant

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out based on how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for an interview you may also be asked to undertake practical tests to cover the skills and abilities shown below.

	Essential (E) Desirable (D)	
Qualifications & Experience		
NVQ Level 3	E	A
Good general education to GCSE standard or equivalent including Maths and English at grade C	E	A
Experience of working with children in an educational setting	E	A,I
Previous experience of a similar environment	D	A,I
First Aid qualification relevant to a work environment with both children and adults. Willingness to train.	E	A,I
Food hygiene qualification. Willingness to train.	E	A,I
Skills & Knowledge		
Good communication and listening skills, enthusiastic and hardworking	E	I
Able to demonstrate an interest in working with and interacting with children	E	A,I
An ability to identify issues children may experience and how they can be resolved	E	A,I
Able to build a working relationship with parents	E	I
Able to work on own initiative to plan, organise and prioritise tasks	E	A,I
Able to work as part of a team and motivate others in a positive manner	E	A,I
Able to take responsibility for further development of the Breakfast/Afterschool Club	D	A,I
Willing to undertake training and attend occasional meetings	E	A,I
An awareness of Child Protection issues	D	I
Willingness to undertake an enhanced DBS disclosure	E	A,I
Awareness of Equal Opportunities	D	A,I

Computer literate	E	A,I
Manual handling skills	D	I

Additional work elements	
Physical Effort and/or Strain	<ul style="list-style-type: none"> • Job holders regularly move around during their normal working pattern, walking standing and sitting with pupils • Job holders may set out PE equipment
Working Environment	<ul style="list-style-type: none"> • Job holders may supervise children on the playground in variable weather conditions; however there is usually indoor play during bad weather • Very occasionally job holders are required to clean up toilet accidents and help clean up children who have been ill
Disclosure & Barring Service	<ul style="list-style-type: none"> • Job holders will be required to undergo a DBS clearance, medical clearance, provide two successful references and original evidence of qualifications

A – Application Form, **C** – Certificates, **I** – Interview, **T** - Task