

Job Description

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| Title: | After School Club Assistant | Grade: | TSPT4 |
| Department: | Extended Services | Reports to: | After School Club Leader |

MAIN PURPOSE

Support the club leader in the day to day operation of the After School Club. To promote high-quality child-centred play activities ensuring that the club offers the children a relaxed, informed and caring environment offering encouragement and friendship within safe and secure surroundings.

RESPONSIBILITIES

- Contribute to the provision of a friendly, caring, safe and secure environment which takes as its starting point the needs of the child.
- Participate in the organisation and evaluation of the After School Club which reflects fully children's diverse and individual needs.
- Have a good understanding of the roles of play in child development and to be able to organise a programme of activities.
- Promote equality of opportunity and anti-discriminatory practice through both the programming of activities and by acting as a positive role model to the children.
- Work on own initiative with minimal supervision and attend meetings as and when required by the Club Leader.
- Assist in the preparation of snacks, cleaning away and washing up when required.
- Maintain good working relationships with Premises staff.
- Establish and maintain relationships with parents/carers providing them with information where appropriate.
- Refer all enquiries, complaints etc. from care provision users and potential users to the Club Leader.
- Assist in the safety and security of the care provision environment, responsible for the efficient implementation of the relevant emergency procedures including First Aid.
- Ensure that procedures are completed in line with registration guidelines.
- Protect children's rights, health, safety and well being, to standards prescribed by OFSTED and current legislation such as Children Act and Health and Safety at Work Act.
- Provide information for reports as and when required by the Club Leader.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department / Section.

NB: This job description may be reviewed, if necessary, at any time and it may be amended after consultation with you.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because the post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks.

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)

Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)

Fully and positively participate in the Trust's performance management & appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.

EQUALITIES

Implementation of the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.