



## Shavington Primary School

### JOB DESCRIPTION

<b>JOB TITLE</b>	After School Club Support Worker	<b>GRADE</b>	3
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#### BASIC JOB PURPOSE

To work as an effective member of an out of school club team delivering a high quality, inclusive play and care centred service that meets the needs of children, young people and their families in line with the club's policies and procedures, the National Standards for Out of School Care and statutory guidance on Safeguarding Children.

#### MAIN RESPONSIBILITIES

<b>1</b>	Supervise children and young people and prepare creative and appropriate play opportunities for them.
<b>2</b>	Check that play materials and equipment are used and stored correctly and report any worn or damaged equipment to the club supervisor.
<b>3</b>	Assist children with their personal hygiene tasks and at snack time, as appropriate.
<b>4</b>	Assist in assuring the safety of all children in the event of a fire, fire drill or other emergency and, if qualified, administer first aid when necessary.
<b>5</b>	Clean and tidy the play area at the end of each session.
<b>6</b>	Record and report any concerns relating to child protection in line with safeguarding procedures
<b>7</b>	Ensure safe arrival and departure of children and young people.
<b>8</b>	Promote positive attitudes to contribute to the smooth running of the club.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.