

Lancashire County Council

JOB OUTLINE	
JOB TITLE:	Out of School Club Assistant
GRADE:	Grade 3
LOCATION:	Newhouse Out of School Club, St Mary & St Andrew's Catholic Primary School. PR3 5DY
RESPONSIBLE TO:	Out of School Club Manager/Admin & Finance Officer
STAFF RESPONSIBLE FOR:	
JOB PURPOSE:	The main objectives to be achieved by the Post holder
Under clear direction, to support the Club Manager to create high quality play opportunities within a safe and caring environment. To provide a high standard of physical, emotional, social and intellectual care for the children placed in the Club, including those with special needs. To assist the Club Manager in ensuring the EYFS requirements are met and to be involved in basic record keeping and supporting Club activities.	
MAIN ACTIVITIES What the Post holder will actually do/What prescribed duties the post holder will have	
<ul style="list-style-type: none"> - To supervise and interact with children undertaking planned activities - To support children in areas of personal hygiene, such as toileting and changing nappies, washing and changing, supporting and encouraging toilet training and good personal hygiene skills and routines - To assist in the development of independent social skills - To report a child's problems/achievements to the Club Manager/parents as necessary - To liaise with parents to enable the effective operation of the Club - To assist the children in the proper use of specialist aids and equipment - To assist in the supervision of integrated therapy for an individual/small group of children - To accompany children on educational visits - To administer basic/paediatric first aid where appropriately trained - To assist in the specific medical/care needs of pupils when specific training has been undertaken - To undertake duties such as preparing snacks, cleaning Club room and toys, tidying up, etc - To assist with maintenance of Club equipment, ensuring it is kept in a clean and tidy condition and reporting damages - Maintaining stock and ordering supplies, including the processing of orders, checking of deliveries and the distribution and storage of stock. - To undertake photocopying and routine clerical duties - To report child absence using the Club's procedures - To communicate effectively with parents on a regular basis and report any information from parents as required - To take care for their own and other people's health and safety - To ensure confidentiality is maintained where appropriate - To follow the safeguarding policies and procedures at all times 	
Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.
Agreed by: Mr Simon Waywell	

Employee Specification Form

Title of Post Out of School Club Assistant

Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications Relevant Child Care qualification (or equivalent)	D	
Experience Experience of working with or caring for children of relevant age	D	
Knowledge/skills/abilities Ability to relate well to children Ability to work as part of a team Ability to organise resources Good communication skills (oral and written) Knowledge of the concept of confidentiality Basic knowledge of First Aid Ability to use relevant technology (e.g. video, photocopier) Flexible attitude to work	E E E E E D E	
Other Commitment to undertake in –service development Commitment to safeguarding children and young people Satisfactory attendance record/commitment to regular attendance at work	E E E	
Special Requirements		