

## Job Description

<b>Job Title:</b>	After School Care Assistant
<b>Responsible to:</b>	Principal at English Martyrs Catholic Primary School, Rugby
<b>Responsible for:</b>	Children attending after school club
<b>Job Purpose:</b>	To assist in the day-to-day organisation of the after-school club by providing high standards of care and play opportunities for primary-aged children, in a safe and secure environment.
<b>Salary:</b>	Band B SCP2 – SCP3 - £8275 - £8405 (actual Salary per annum)
<b>Hours:</b>	15 hours per week, Monday to Friday 3.00-6.00pm, 38 weeks + 1 day mandatory safeguarding training in September

### Main responsibilities

To ensure:

- High standards of care and play opportunities
- Compliance of all regulatory requirements stated in the Early Years Foundation Stage and by Ofsted
- Positive working relationships with staff members, parents and carers
- Happy, supported and engaged children
- To support the day-to-day organisation of the After School Club
- To set up the After School Club room for the after-school programme and to tidy away at the end of each session, ensuring that all toys and equipment are always clean and safe
- To provide care, stimulating play opportunities and activities in a welcoming, nurturing environment with regard to the individual needs of the children and age ranges of children.
- To be responsible for the management of good children
- To liaise with parents/carers and ensuring each child's needs are recognised and met
- To have a good knowledge of how to keep children safe. (Safeguarding training will be given)
- To attend training courses and meetings as required
- To keep completely confidential any information regarding the children, their families or other staff
- To maintain appropriate hygiene standards, complying with food handling regulations
- To undertake any other reasonable duties as directed by the line manager
- To always uphold and support the aims and ethos of our school

### Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.*

*This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.*