

Clever Green CE First School

Hatch Lane, Windsor, SL4 3RL Tel: 01753 864544 Email: office@clewergreen.org.uk

Headteacher: Mr M Tinsley



'Inspiring Children'

Vision: Every child has been blessed by God with unique potential. Our vision for Clever Green is to inspire and nurture children in a safe, happy and caring Christian community, where everyone is valued and enjoys learning.

'I can do all things through him who strengthens me'

Philippians 4:13

Job Title:

After School Club Assistant

Scope of Job:

To support the After School Club Supervisor with the day-to-day aspects of Clever Green School's after-school club provision for children aged 4-9, providing a safe, stimulating and fun environment.

- Under the direction of the After School Club Supervisor, help deliver a range of activities within the after-school programme for children attending the club.
- Adhere to Ofsted guidelines to ensure that the club supports a culture of free play where all are respected, valued and nurtured.
- Assist in the preparation of food/snacks with due care for health and safety issues.
- Work as part of the after-school club team, being flexible where necessary.
- To adhere to the strict code of confidentiality and safeguarding policies at all times.
- To work within the Christian ethos of the school.
- The role will involve putting out and clearing away furniture.

Knowledge, skills and experience:

- Be energetic, creative and fun.
- Have a friendly manner with an ability to relate to and communicate with children.
- Be organised and reliable.
- Be able to work under pressure with no supervision.
- Have excellent communication skills.
- Be physically able to lift and carry equipment e.g. setting up and clearing away tables and chairs.
- Have an awareness of basic health and safety.
- Have a commitment to safeguarding.
- First Aid and Food hygiene training desirable but not essential (training will be provided).
- Have a great sense of humour!

Job Accountabilities:

- To assist in delivering activities that provide a variety of experiences for the children.
- To collect and escort children from school to the club and record attendance.
- Ensure adequate supervision for indoor and outdoor activities and that the children in the club's care are safe at all times.
- To adhere to the Ofsted guidelines and school policies.
- Supervise and control behaviour in line with the School's policies.
- Provide healthy, varied and nutritious food/snack within food hygiene regulations.
- Undertake First Aid duties as required.
- Follow fire safety, lockdown and emergency evacuation procedures effectively and fully adhere to all health and safety regulations.
- To undertake other duties as may become necessary, as agreed with the Headteacher.