

CHESTERTON PRIMARY SCHOOL JOB DESCRIPTION

POST	After School Care
GRADE	Scale 1D, Scale Point 3
EMPLOYMENT STATUS	15 hours per week: 3.00pm – 6.00pm Term Time Only
RESPONSIBLE TO	Deputy Headteacher

Purpose of the Job

To work with pupils to supervise the physical and general care of pupils. To provide a safe environment and stimulating age-appropriate play activities.

Main Responsibilities

- To deliver a planned and co-ordinated programme of activities
- To provide formal and informal learning opportunities
- To interact with pupils with a variety of needs, and establish good relationships
- To be available as a positive role model to children offering them appropriate advice where necessary
- To promote the inclusion and acceptance of all pupils
- To co-ordinate with Chesterton staff for other club activities
- To monitor attendance
- To maintain adequate first aid facilities and administer.
- To prepare a light meal each day
- To ensure the safety of all children, reporting any hazards to the appropriate person
- Ancillary associated duties such as attending to the pupils' personal needs which may include nappy changing, taking to the toilet, cleaning spillages.
- Communicate effectively with and form positive relationships with the families of our pupils (sharing positives and negatives in a professional manner).
- Attendance at briefing meetings/Inset days with advance notification
- To work well as part of a team, sharing responsibilities
- Follow the school behaviour policy and promote healthy relationships
- Be clear of safeguarding responsibilities

Chesterton Primary School

Danine Smith, Executive Headteacher Alex Green, Head of School
Dagnall Street, Battersea, London, SW11 5DT www.chestertonschool.org.uk
T 020 7622 1619 E office@chestertonschool.org.uk



Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Trust's Equal Opportunities Policies

Person Specification

Job Title: After School Care Worker

	Essential	Desirable
Qualifications		
To hold a recognised or be willing to train for a qualification in First Aid	✓	
Willingness to participate in development and training opportunities	✓	
To hold a recognised or be willing to train for Level 2 Award in Food Safety	✓	
To hold a recognised or be willing to train for Allergen Awareness	✓	
Experience		
Experience of support work in an inner-city, multicultural school		✓
Experience of helping to deliver programmes under the direction of qualified supervisor		✓
Knowledge and Understanding		
Knowledge, understanding and commitment to equal opportunities	✓	
Skills and Abilities		
To be able to demonstrate good literacy and numeracy skills	✓	
Excellent communication, planning and organisational skills	✓	
Ability to use initiative	✓	
Ability to develop and maintain good working relationships with the whole school community	✓	
Ability to work constructively as part of a team, understanding responsibilities and your own position within these	✓	
Ability to be flexible and positive	✓	
Ability to use cooking equipment, awareness of food hygiene and health and safety	✓	
An awareness of strategies for managing pupils with challenging behaviour	✓	
Ability to show initiative and respond to situations appropriately including those involving learning or incidences of behaviour	✓	
To be able to form positive relationships with the families of our pupils	✓	

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