



St. Andrew's Catholic Primary School

JOB DESCRIPTION

Job Title: Childcare Assistant Before School Club	Grade/Level: Salary:
Reporting to: The Head of School and Before & After School Club Manager	
Main Responsibilities:	
<p>To contribute to the school ethos, promote the Catholic Ethos, work with colleagues and develop a positive environment.</p> <ul style="list-style-type: none">• Work as part of a team team, assisting the Manager with developing the curriculum and environment.• To carry out the key worker role for children in their care to support their learning and wellbeing• To be flexible and creative and be committed to providing outstanding childcare/education• To ensure good practice in a professional and inclusive manner• To work within school policies and procedures• To undertake such duties as may become necessary to ensure the successful running of the service• To use initiative in developing displays• To ensure the facility is ready for use including food preparation, eating areas, play space, toilet areas• Staff will be expected to provide intimate personal care	
Working in Partnership	
Children:	
<ul style="list-style-type: none">• To work and interact with the children encouraging them to participate in all activities and projects developing the characteristics of effective learning• To encourage the children to be involved in initiating their own activities and projects and have a real enjoyment of learning	
Staff:	
<ul style="list-style-type: none">• To work with other staff to plan and implement a varied, exciting and flexible range of activities, which are age appropriate• To work in partnership with other childcare/school staff as part of a highly motivated and professional team• Work in close partnership with all school staff and support the whole school ethos• To work in partnership with the Manager/Leader to promote a positive and proactive approach in order to uphold a highly motivated and professional team• To complete day-to-day administration and record-keeping• To promote close working relationships with school staff	
General:	
<ul style="list-style-type: none">• To show a real commitment to your own on-going CPD through attending and participating in staff meetings and attending relevant training opportunities/courses• To have regard for the Health & Safety policy and your responsibilities	



Financial

Regularly inform the Manager of stock levels, to allow for timely replenishment of resources

Buildings & Equipment

- Support the Manager in the setting up, use of and clearing away of resources
- Report any health and safety concerns to the Manager and Site Manager
- Be responsible for carrying out any other duties as required by the school which are commensurate with the post.

Additional Responsibilities

Health & Safety

The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school's Health and Safety policies.

Code of Conduct

- The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the School Code of Conduct for Employee.

Policies & Procedures

- The post holder will be accountable for ensuring that they are aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
- All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures.

Safeguarding

- The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible or come into contact with. The post holder must read and understand the most recent Part 1 of Keeping Children Safe in Education, signing to state that this has been carried out
- Support the Manager in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults the post holder is responsible for, or comes into contact with
- Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system.
- Ensure compliance to Safeguarding Policies and Procedures within the MAC

St Andrew's Catholic Primary School, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment will be subject to satisfactory references and other satisfactory pre-employment checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



An online search will also be carried out as part of due diligence on all short-listed candidates.

Reviewed by :

Date agreed: