

JOB DESCRIPTION



POST DETAILS

TITLE	After School Club Assistant
LINE MANAGER	Executive/Academy Head
GRADE	C

MAJOR RESPONSIBILITIES

To assist with the day to day responsibility of the children in our care and to assist with the day to day organisation of the club.

- Planning and audit of resources – restock as necessary
- Setting up of the venue each day
- To take part in the daily registration of children and contribute to the safety and accountability of the children at all times
- To help prepare snacks for the children
- To contribute ideas and help with the planning of creative play opportunities suitable for children of differing ages, gender, abilities, and culture.
- To ensure that equipment is clean safe and in good working order at all times
- Build a good rapport with team members, children and parents and carers
- Managing the behaviour of pupils and supervising during session
- Attend to minor accidents and report to Executive/Academy Head.
- Report to Executive/Academy Head any untoward circumstances
- Undertake any training requirements for the role, e.g. Food Hygiene & Safety
- Ensure 'handover' to parents / appropriate adult (as advised by parents) at the end of session
- Tidying of the venue after use

Other duties and responsibilities

- Support the aims and ethos of the school
- Maintain appropriate standards of hygiene according to the food standards for schools
- Be aware of and comply with policies and procedures relating to child protection, food hygiene, health, safety and security, administration and confidentiality, reporting all concerns to an appropriate person
- Have undertaken level 2 safeguarding training
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop