

# **Job Description**

**Title:** Before and After School Club Assistant

**School:** Stondon Lower school

**Responsible to:** Head Teacher/Before and After school Club Leader

**Grade:** 2A (pt3-4)

**Purpose of Post:** To help in the provision of out of school hours child care provision under the supervision of the Club Leader.

## **Principal Responsibilities:**

1. Assist in the supervision of children in the Before/After School Club, monitoring pupil attendance, helping to maintain a health, safe and well-behaved environment at all times, taking action as necessary.
2. Collect from/deliver to classes each day making sure all children in the class you are responsible for are accounted for. Communicating to the class teacher/parents when necessary.
3. Ensure accurate registration and the completion of other forms as required.
4. Ensure the inclusion of all children during any activity providing they are willing to take part.
5. Record any accident/incidents properly, informing parents or other staff appropriately.
6. Ensure all Club equipment is looked after and stored away in a tidy and secure manner, before leaving premises.

Context: All support staff are part of a whole school team. They are required to support the values and ethos of the school priorities as defined in the school improvement plan. This will mean focussing on the needs of colleague, parents and pupils and being flexible in a busy pressurised environment.

Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so for which offences. This post will be exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for their purposes are 'spent' under the provision of the Act, and in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from the Children and Learning Department, HR Division or [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

**Physical Effort:** The job is likely to involve some lifting of children and equipment on a regular basis: Training will be provided.

**Working Environment:** There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell.

'The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.'