



Post: Club Assistant

Pay: Grade 3

Responsible to: Club Lead

Job Purpose

To assist with the day to day organisation of the out of school provision providing high standards of care and play opportunities for children between the ages of 2 - 11 years old in a safe and secure environment.

Main Duties

- Delivering a suitable programme of imaginative and innovative activities suitable to the needs and interests of children age 2 - 11 yrs old
- Assisting preparation of nutritious breakfasts/snacks for children.
- Maintaining a stimulating environment with appropriate toys and resources for the children.
- Interacting with parents at drop off or collection.
- Assisting with the safe collection of children between the classes and the club.
- Assisting with delivery of creative play opportunities in a safe and caring environment.
- Ensuring that areas are cleared at the end of sessions.
- To carry out any other duties, which will be seen to enhance the work of the After School Club.

Supervision

General direction and work expectations will be provided by the Club Lead.

Responsibilities

The postholder must exercise responsibility for the welfare and safety of children at all times, intervening where necessary to ensure safe and proper conduct. The postholder must carry out safeguarding duties in line with the federation policy and the most recent publication of Keeping Children Safe in Education.

Physical Effort

Occasional lifting may be required to move equipment and resources but is not a significant factor.

Working Environment

Most activities will be undertaken within school premises. The postholder may occasionally be required to attend to children who have sickness or toileting problems. Some anti-social behaviour by pupils may be experienced.

Standards and quality assurance

- Support the aims and values of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend, support and participate in open evenings and children's performances.
- Uphold the school's policies and procedures
- Actively participate in staff training and implementation of initiatives.
- Engage fully with team and staff meetings.

Special Notes Or Conditions

The postholder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

Review

The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out. The job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the school.

Signed: _____ **(Postholder) Date:** _____

Signed: _____ **(Headteacher) Date:** _____