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| **A black and white logo with trees  Description automatically generated**  ***Positively Working together to Succeed*** | ***Hertfordshire County Council***  ***PRIORS WOOD PRIMARY SCHOOL***  ***Cozens Road, Ware, Herts SG12 7HZ***  ***Telephone: 01920 464135***  ***Fax: 01920 466540***  ***e-mail:*** [***admin@priorswood.herts.sch.uk***](mailto:admin@priorswood.herts.sch.uk)  *www.priorswoodschool.com*  ***Headteacher: Mr A Bishop*** |

**After School Club Assistant - Permanent**

**12.5 hours per week**

**Closing date: Friday 21st March**

**Start date: ASAP**

**MAIN PURPOSE**

To lead a team of practitioners to offer a safe, stimulating environment with high quality creative play opportunities for our pupils, before and after the normal school day.

**DUTIES AND RESPONSIBILITIES**

**The Setting**

• Maintain a safe and stimulating play environment and assist with developing opportunities

which encourage children’s social, physical, intellectual, creative, and emotional

development through play.

• Plan, prepare and deliver a programme of activities in each club which meet the children’s

individual developmental needs.

• Observe and assess the children’s development, keeping records of their achievements.

• Manage refreshments and snacks in line with each school’s policy.

• Follow safeguarding procedures in accordance with the school’s policies and procedures.

• Ensure that the clubs are a safe environment for children, equipment is safe, standard of

hygiene is high, safety procedures are implanted at all times and fire drills / evacuation

procedures are carried out effectively.

• Administer First Aid

**The Management**

• Help recruit then lead, manage and organise a team of workers to assist you. Ensure staff

training needs are met and maintained.

• Be responsible to a member of the senior team designated to you, meeting regularly and

reporting any issues or concerns with the children or the setting. Sharing ideas for the

development of the provision.

• Carrying out day to day administration ensuring records are properly maintained e.g.

attendance register, accidents and incidents.

• Order materials and equipment keeping to an agreed budget.

• Set up and maintain a booking and payments system for the clubs.

• Ensure that all legal and statutory requirement are implemented and provide reports as

required.

• Liaise with parents and carers informing them about the club and its activities. Exchange

information about the children’s progress.

***The After School Club Assistant / Manager will be required to follow school policies and the staff code of conduct.***

***Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the role will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.***

This job description may be amended at any time following discussion between the Head

Teacher and member of staff and will be reviewed annually.

We are seeking to appoint a flexible, enthusiastic and pro-active person to work in our wraparound care team. This role could be as a After School Club Assistant or as a Club Manager depending on the right candidate.

If you have positive approach and are organised, reliable and committed to providing a safe and stimulating environment for our children then we would love you to join our team.  Priors Wood is a friendly, welcoming and supportive 1 form entry primary school with a strong community ethos.

The post is to start ASAP and is 12.5 hours per week. This would be to work Monday to Friday 3.00 – 5.30pm.

If you would like to arrange a visit to the school, please contact the school office at admin@priorswood.herts.sch.uk to make an appointment.

The successful candidate will be committed to safeguarding and promoting the welfare of all children.

**What we have:**

* The school has a positive ethos, enjoys good relationships with its parents and is highly regarded in the local community.
* The pupils enjoy learning and take pride in their school.
* A supportive and committed Governing body.
* The school's creative curriculum greatly contributes to the pupils' moral, social, spiritual and cultural development and to their positive engagement and attitudes to learning.

**Our School Community is looking for an individual who:**

* Has a positive "can do" approach.
* Will be an integral part of the school team.
* Is creative and enthusiastic.
* Is determined and flexible.
* Has high aspirations for children and themselves.
* Is committed to growth and professional development.
* Works alongside staff, parents, governors and the community.