



## Job Description

<b>TITLE OF JOB</b>	:	<b>After School Assistant</b>
<b>LOCATION</b>	:	<b>SCHOOLS</b>
<b>GRADE</b>	:	<b>H2/H3 (depending of experience) - term time only</b>
<b>Evaluation Date</b>	:	<b>September annually</b>

### 1. JOB OUTLINE

#### 1 a) REASON JOB EXISTS

- To assist with structured and professional childcare, play and educational activities.
- To ensure high quality provision is maintained at all times.
- Deal with issues connected to the smooth running of the provision.

#### 1 b) DUTIES

- To ensure that the arrival and departure of children is properly recorded and monitored.
- To ensure the safety of all those children at the Club in the event of a fire, fire drill or other emergency.
- To be a member of a team providing a safe, stimulating environment for the children, with creative and appropriate play opportunities
- To ensure and contribute to the smooth and efficient operation of the Club.
- To take part in the day to day administration, record-keeping, ordering and purchasing of materials and equipment (to include purchase of daily snacks within an agreed budget).
- To help plan and prepare activities.
- To work towards providing equal opportunities in all aspects of the work and abiding by agreed policies.
- To act in a responsible manner towards children at all times.
- To be responsible, with other team members, for ensuring that play materials and equipment are properly used, maintained and stored and for reporting any worn or damaged materials to the Headteacher.
- To ensure hygienic provision of refreshments for the children, recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds.
- To ensure that the areas used by the club are left tidy and clean.
- To administer any first aid as required and ensure you have an appropriate first aid procedure qualification.
- To record the recording of any accidents/incidents in the accident book.
- To attend meetings as appropriate.
- To undertake any other reasonable duties as directed by the Headteacher.
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#### 1 c) EQUALITIES

Be aware of and support differences and ensure that pupils have equality of access to opportunities to learn and develop.

### **1 d) HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to confidentiality child protection, health, safety and security, and data protection; and report all concerns to an appropriate person.

### **1 e) CRIMINAL RECORDS BUREAU**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks.

### **1 f) ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

All staff are to conduct themselves in a professional manner at all times and

- not engage in any inappropriate discussions relating to school business especially via social networking
- only engage in positive conversations about school life
- only engage in confidential conversations in the appropriate environment particularly in relation to child protection
- treat your own child in the same way as you would any other pupil during school times

**\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

## **2. SUPERVISION**

The jobholder works under the day-to-day supervision of the Headteacher. The school's performance management policies and practice determine the frequency of meetings.

## **3. JOB CONTEXT**

The jobholder is one of a team of play workers who support the care of pupils in the After School Club. Flexibility by all staff is important in order to meet the varied needs of pupils.

## **4. CONTACTS**

- Senior Leadership Team
- Pupils
- Teaching staff

## **5. KNOWLEDGE, EXPERIENCE AND TRAINING**

- Experience of working in an environment where there are children and young people would be desirable but not necessary
- Knowledge of basic hygiene procedures.
- Child Protection and Safer Working Practices training
- First Aid training