## lBP logo Brookmans Park School

 Bradmore Way, Brookmans Park

 Hatfield AL9 7QY

 Tel.: 01707 652355

Email: admin@brookmanspark.herts.sch.uk

 [www.brookmanspark.herts.sch.uk](http://www.brookmanspark.herts.co.uk) Headteacher: Aileen Davies

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**JOB TITLE:** After School Club Assistant

**REPORTS TO:** Headteacher/School Business Manager

The After School Club will provide child care during term time for parents and will therefore run every day of the academic year. This post will continue as long as the After School Club remains financially sustainable for the school.

**1. PURPOSE**

To ensure the smooth running of the After School Club, and to ensure that there is an excellent standard of provision which offers a variety of activities for pupils to enjoy in a relaxed and calm environment at the end of the school day. Hours will be from 3:15pm-5:30pm, Monday to Thursday and 3:15pm to 5:15pm on Friday.

**2. MAIN AREAS OF RESPONSIBILITY**

* Being aware of children with allergies, medical conditions, food intolerances and dietary requirements.
* Setting up the Dining Room and laying the table for snacks
* Welcoming children, talking to parents
* Passing relevant information from parents on to Teachers
* Ensuring children eat a healthy snack
* Ensuring children are safe and happy in the Club
* Organise a variety of activities for the children to participate in during the Club
* Washing up and clearing the Dining room at the end of the Club
* Ensuring children and their belongings are handed over to parent/carer at collection time.
* Bring any concerns to the attention of parents and/or the Headteacher
* Report any Child Protection issues using CPOMS and check e-mails for any CPOMS notifications.

**Safeguarding and Wellbeing**

* To safeguard children and ensure and promote their health & safety following the schools policies and procedures.
* To maintain a healthy eating approach in line with the school’s healthy eating policy
* Monitoring behaviour and ensure everybody is happy and content (any concerns should be shared with the relevant members of staff and/or parents)
* Ensure there is a good standard of behaviour in line with the school’s behaviour policy.
* Ensure school security is maintained at all times

**3. GENERAL PRACTICES**

* Set up area before children arrive and, with other After School Club staff, pack away at end of session (ensuring kitchen area is cleaned after each session)
* Plan and coordinate activities and games to interest and stimulate the children
* Organise the space and resources to create a welcoming, relaxed and informal environment
* Settle children and serve a snack and drink encouraging the children to be independent or help others
* Ensure a good balance between free choice of play and directed play when necessary
* Record attendance on daily register
* Ensure all pupil records are kept updated and correct procedures are applied, particularly when administering medicines
* Keep other staff aware of relevant club and whole school news when necessary
* Liaise with School Business Manager and Headteacher on all relevant matters and issues

Complete any other duty that is directed by the Headteacher or senior leader that is reasonable and is in keeping with the role of After School Club Assistant