

JOB DESCRIPTION

Extended School Club Assistant

Job Title: Extended School Club Assistant

Grade: Level 4

Responsible to: Extended School Club Leader

Liaison With: Trust Early Years Lead, Headteacher, SLT

KEY ROLE:

The post holder is responsible for:

- Supervision of children in after school clubs by providing a safe, nurturing environment for the children.
- Provide and organise appropriate activities during the club sessions.

MAIN DUTIES AND RESPONSIBILITIES

- Ensure effective supervision of children promoting good behaviour at all times.
- Prepare and deliver a range of activities for the children to enhance the development of their physical, social and intellectual needs.
- Prepare and serve meals/snacks for the children.
- Maintain and update registers.
- Administer first aid.
- Ensure the environment is clean and tidy and that resources are correctly stored at the end of each session.
- Work closely with and develop positive relationships with the children and their families.
- Work effectively as a member of the team liaising with colleagues throughout the school.
- Ensure adequate standards of safety and hygiene are maintained throughout the Extended School Club including appropriate risk assessments and recording and reporting of hazards and accidents.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports, and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.

- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equality, Diversity and Inclusion Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which is commensurate with your grade after consultation with you.

**Job Role
Person Specification**

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> NVQ in childcare
Experience	<ul style="list-style-type: none"> Experience of working within a childcare setting Understanding of physical, emotional and intellectual needs of children 	<ul style="list-style-type: none"> Experience of working within a school environment
Knowledge and Skills	<ul style="list-style-type: none"> Organised and efficient Effective communicator and able to adapt to the needs of children, parents/carers and staff Ability to work flexibly to meet deadlines and respond to unplanned situations Ability to respond positively to and actively support Senior Management within the Trust Ability to work as part of a team Understanding of safeguarding with an education setting 	<ul style="list-style-type: none">
Personal Qualities	<ul style="list-style-type: none"> Reliable and punctual Able to maintain confidentiality in all circumstances Proactive approach to work being responsive, empathetic and supportive Able to establish effective relationships with those working in and with the school Ability to build and form good relationships with colleagues and children Understand the importance of physical and emotional wellbeing of staff and children Have a sense of humour 	<ul style="list-style-type: none"> Able to contribute new ideas and ways of working