

ST MARY'S RC PRIMARY SCHOOL BACUP

JOB DESCRIPTION AND PERSON SPECIFICATION – AFTER SCHOOL CLUB ASSISTANT

JOB OUTLINE	
JOB TITLE:	After School Club Assistant
GRADE:	Grade 3
LOCATION:	St Mary's RC Primary School, Bacup
RESPONSIBLE TO:	Headteacher
STAFF RESPONSIBLE FOR:	N.A
JOB PURPOSE:	The main objectives to be achieved by the Post holder
To assist the lead Teaching Assistant to create high quality play opportunities within a safe and caring environment. To support the physical, emotional and social needs of the children in After School Club, including those with special needs and early years pupils. To assist in basic record keeping to support Club activities.	
MAIN ACTIVITIES	What the Post holder will actually do What prescribed duties the post holder will have
<ul style="list-style-type: none"> – To supervise and interact with children and support a range of activities in After School Club; – To set up After School Club and undertake duties such as preparing snacks, setting up equipment and toys, tidying and washing up, etc – To support children in areas of personal hygiene, encouraging good personal hygiene skills and routines – To assist in the development of independent social skills – To report a child's problems/achievements to parents as necessary – To assist the children in the proper use of specialist aids and equipment – To administer basic/paediatric first aid where appropriately trained – To assist in the specific medical/care needs of pupils when specific training has been undertaken – To assist with maintenance of After School Club equipment, ensuring it is kept in a clean and tidy condition and reporting damages – To undertake photocopying and routine clerical duties – To report a child absence using the After School Club's procedures – To communicate effectively with parents on a regular basis and report any information from parents as required – To take care for their own and other people's health and safety – To ensure confidentiality is maintained where appropriate – To follow the safeguarding policies and procedures at all times 	
Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Employee Specification Form

Title of Post After School Club Assistant

Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications Relevant Child Care qualification (or equivalent)	D	A
Experience Experience of working with or caring for children of relevant age	E	A/I
Knowledge/skills/abilities Ability to relate well to children Ability to work as part of a team Ability to organise resources Good communication skills (oral and written) Knowledge of the concept of confidentiality Basic knowledge of First Aid Ability to use relevant technology (e.g. video, photocopier) Flexible attitude to work	E E E E E D E	A/I
Other Commitment to undertake in –service development Commitment to safeguarding children and young people	E E	
Special Requirements		