

## **AFTER SCHOOL CLUB ASSISTANT**

### **JOB DESCRIPTION**

#### **THE SCHOOL**

RMS is a leading independent girls' day/boarding School with 940+ pupils aged 2 to 18 and over 240 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website [www.royalmasonic.herts.sch.uk](http://www.royalmasonic.herts.sch.uk) for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to work to their potential and beyond.

#### **THE ROLE**

To assist with the organisation and running of After School Club in accordance with the practices and policies of the department and of the school. To provide a balanced and varied programme of interesting and stimulating activities for children aged between 4 and 7 years in the After School Club environment.

#### **JOB SPECIFICATION**

You will be expected to:

- assist the After School club leader with all aspects of provision
- take an active role in all elements of the club including the running of activities with small groups of girls
- assist in the movement of girls around the site
- liaise with parents under the supervision of the After School Club Leader
- ensure all health and safety standards are adhered to
- be fully aware of the safeguarding responsibilities of all staff at RMS

#### **PERSON PROFILE**

The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the School community

#### **PERSON SPECIFICATION**

Experience and skills:

Essential

- A child-centred approach
- A calm manner

### Desirable

- NVQ Level 2 or 3 qualification or equivalent

### Personal Attributes:

The successful holder of this post will need to demonstrate that he/she has:

The following

- Have an outgoing and welcoming personality
- Be able to communicate effectively and politely
- Have a flexible approach to work load
- Have the ability to work as part of a team
- Have good organisation skills and the ability to work to deadlines
- Have an awareness of and compliance with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.

### **TERMS OF EMPLOYMENT**

The terms of employment include:

- 14 hours per week, Term time only
- Salary of S3 (£7.96 per hour) to S5 (£8.49 per hour) subject to September 17 increment and depending on experience.
- Free lunches when the School's catering facilities are open

### **DISCLOSURE AND BARRING SERVICE**

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

### **SAFEGUARDING CHILDREN**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.