



**Job Title: After School Club Assistant**

**Role:**

The role of the After School Club assistant is to assist the supervisor in looking after the well being of each child in the ASC.

**KEY Responsibilities:**

- To act in a supportive role at all times to the supervisor, under her direction.
- To work with the children, individually or in groups offering an appropriate level of support and stimulation.
- To hold the children's welfare uppermost at all times.
- To assist the supervisor in planning and preparation as required.
- To be available to prepare materials etc for the day's sessions.
- To follow the supervisor's direction, and respond professionally to unexpected situations.
- To keep confidential any information regarding the children or their families that is learnt as part of the job. Confidentiality must always be respected.
- To be willing to attend in-service training courses and meetings as required.
- To observe the codes of conduct and behaviour as detailed in the Staff Handbook.
- To support colleagues and to demonstrate loyalty to the school at all times.
- To be aware of the Health and Safety rules.

*These are the key responsibilities as currently defined and are not listed in priority order. Post holders should not place emphasis on the location of the task within the forgoing job description. From time to time the key responsibilities may be varied.*

**Person Specification:**

**Qualifications and experience:**

A willingness to train and progress if required.

**Personal:**

Good health and stamina.  
A positive view of working in a school.  
A good communicator on all levels.  
Good sense of humour.  
Forward looking.  
Capable of multi-tasking.

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS disclosure.**