**St Peter Chanel After-School Club**

**Baugh Road, Footscray, Sidcup, Kent**

**DA14 5ED**



**Extended Schools Manager: Mrs Grainne Edwards**

**Tel. No: 020 8300 6029 Fax: 020 8308 9883**

**After School Club Assistant**

**Job Description**

**Reporting to After School Club Leader**

**Purpose of the job;**

1. To assist the After School Club Leader in the day-to-day running of the After School Club.
2. To provide a stimulating and varied programme of play and learning opportunities.
3. To ensure the safety and well-being of the children.

**MAIN DUTIES AND TASKS:**

1. To assist in the setting up and clearing away of all activities and equipment.
2. To ensure high standards of hygiene and safety are maintained at all times.
3. To ensure any information relating to pupils, families and staff of St Peter Chanel After School Club and Primary School is kept confidential.
4. To encourage all children’s participation in a wide variety of After School Club activities.
5. To help in keeping the individual records for each of the children in the After School Club.
6. To be involved in activity planning, policy writing and record keeping as requested and led by the After School Club Leader.
7. To attend staff meetings as requested.
8. To attend training as requested.
9. To support the work and objectives of the After School Club by helping to create an environment that promotes open and equal opportunities for children and adults.
10. To be flexible with the working practises of the After School Club.
11. To be prepared to help when other areas of the After School Club may be short staffed, or with domestic duties or other duties as specified by the After School Club Leader.

**After School Club Assistant**

**Person Specification**

**Essential Criteria:**

1. An understanding of child development and children’s needs.
2. Ability to co-operate in the planning and implementation of After School Club activities.
3. Ability to communicate with parents/carers.
4. Ability to work with colleagues.
5. Commitment to Equal Opportunities.
6. Competence in English in order to be able to communicate effectively both orally and in writing with adults and children in the After School Club.
7. Health clearance.
8. Enhanced CRB clearance.

**Desirable criteria:**

1. Experience working in an After School Club setting or similar.
2. NVQ level 2 or equivalent.
3. Paediatric First Aid Qualification.