



## **Job description and person specification**

### **After School Club Assistant**

#### **Purpose of post**

- To assist the After School Club Leader in ensuring the provision of high quality childcare that offers opportunities for children to maximise their full potential.

#### **Main duties**

- To work alongside the After School Club Leader and other After School Club staff to deliver activities to children.
- To ensure that the After School Club is relevant and accessible to the needs of pupils.
- To deliver daily activities to cater for the needs of a variety of age groups and abilities
- To help develop play and learning opportunities of the children and encourage independent learning.
- To support the After School Club Leader in ensuring that the provision meets the ethos of the school and all the legislative requirements.
- To help ensure that children feel safe and secure and adhere to safeguarding children policies and procedures.
- To keep up to date with all Health and Safety requirements including first aid and food hygiene as appropriate.
- To help prepare and supervise a healthy tea, following principles in food hygiene, health and safety and liaise with the kitchen staff.
- To undertake any other reasonable duties as required.

#### **Training and development**

- To take part in any required Induction Programme in their first year at Lyonsdown School.
- To identify their own training needs.
- To share appropriate training experience with colleagues.
- To ensure they have read the Staff Handbook and other relevant school policies, including Safeguarding and Health and Safety.

#### **General requirements**

- To promote and safeguarding the welfare of pupils for whom you are responsible and with whom you come into contact.
- To maintain high professional standards of attendance, punctuality, appearance and conduct.
- To maintain positive, courteous relations with pupils, parents and colleagues.
- To attend the school Summer Fete and be supportive of the Friends of Lyonsdown.
- To conform to the behaviour code for staff.
- To develop and maintain good relationships with parents.
- To promote the good name and reputation of the School.
- To adhere to School policies and procedures.

### **Qualifications and experience**

A recognised childcare qualification equivalent to an NVQ Level 3	Essential
Food Hygiene Certificate	Desirable
First Aid Certificate	Desirable
Relevant childcare qualification (CACHE Level 2 or above) or willingness to train	Essential

### **Personal and professional skills**

At least two years' experience of working with children	Essential
The ability to work in a team	Essential