



## **Job Description**

Post Title: After School Care Assistant  
Band 6 SCP 6 - 11  
Hours: 16 hours per week, term time only

### **INTRODUCTION:**

The following information is furnished to assist staff joining the school to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.
4. The Council is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### **Prime objective of the post**

To assist the after school club manager, plan, provide, supervise and administer out-of-school childcare for children of primary school age.

### **Key Areas**

1. Work & liaise with children.
2. Staff teamwork.
3. Liaise with parents and school staff.

### **Duties and Responsibilities within key areas**

#### **1. Work & Liaise with children**

- 1.1 Help provide and prepare safe, creative, appropriate play opportunities of high quality, which meet the full range of children's individual and group needs including children with special needs.
- 1.2 Help welcome children on arrival.

- 1.3 Help provide opportunities for the children to suggest ideas for the club activities and programme.
- 1.4 Help plan, prepare and provide healthy & nutritious drinks and snacks.
- 1.5 Ensure that activities are carried out within the Equal Opportunities framework.
- 1.6 Ensure that activities are carried out in a safe and responsible manner, in accordance with statutory duties.
- 1.7 Ensure that food provision is carried out within the guidelines of the Food Safety Act 1990 and is healthy and appropriate in accordance with dietary requirements.
- 1.8 Ensure all child behaviour and child protection procedures are fulfilled.

## **2. Staff Teamwork**

- 2.1 Plan and implement all activities in partnership with the after school club manager and any students or volunteers.
- 2.2 Co-operate with keeping written records of staff discussions (for quality assurance purposes).
- 2.3 Help welcome, supervise and support students or volunteers.
- 2.4 Help ensure all staff (paid & voluntary) know and follow the current accepted club policies and procedures.

## **3. Liaison with Parents & School Staff**

- 3.1 Encourage parental involvement and support by developing good and effective parent/staff relationships.
- 3.2 Attend relevant school meetings on an occasional basis.
- 3.3 Co-operate with school cleaning/caretaking staff by tidying rooms and equipment daily.
- 3.4 Immediately report any problems with the premises to the after school care manager.

## **4. Administrative Help**

- 4.1 Help maintain an attendance register of children.
- 4.2 Help administer the booking-in procedures.
- 4.3 Co-operate with the after school care manager in maintaining the record systems for any incidents (medical, disciplinary, safety) or complaints occurring during the sessions and the action taken.
- 4.4 Co-operate with the after school care manager in maintaining renewable supplies (for activities or refreshments) for the club.
- 4.5 Help maintain records of children in your care.
- 4.6 Co-operate as far as necessary to enable the responsibilities placed upon school under the Health & Safety at Work Act to be performed; eg operate safe working practices.
- 4.7 Never act in a prejudicial or discriminatory manner towards service users or employees, including those who may be, for example, from minority ethnic communities, women, disabled or older people, lesbians or gay men. The post holder should also counteract such practice or behaviour by challenging it or reporting it.

## **5. Miscellaneous Duties**

- 5.1 Undertake such other duties and responsibilities of an equivalent nature, as may be determined by the after school care manager from time to time.
- 5.2 Attend training courses in subject areas identified and agreed with the Head of School.
- 5.4 Attend annual staff review with Head of School.
- 5.5 Ensure that all duties and responsibilities aforementioned are, at all times carried out in compliance with the school's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment:
- 5.6 Take responsible care of the health and safety of children, self, other persons and resources whilst at work.

## **Special Conditions of Service**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Lead.
- To act in accordance with GDPR principles and maintain confidentiality at all times e.g. access to staff/student/parent and carers' files.
- Accept and commit to the principles underlying the school's Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.