**Job Description – Christ Church (Church of England) Infant School and Nursery School**

**After School Club Assistant**

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| **Post title** | **Grade** | **Date** |
| After School Club Assistant | Pay Point 2 | June 2025 |

**Statement of Purpose**

To work under the direction and instruction of the Executive Head Teacher and After School Club Supervisor to ensure the safety and good behaviour of the children at after school club.

**Support for Pupils**

* Prepare a basic nutritional snack for the children.
* Ensure the welfare and safety of the children in accordance with school policy and procedures. Summon help, where necessary, in case of injury or illness and provide basic first aid for minor injuries.
* Report any accidents to senior staff, completing written accident reports as required.
* Liaise with senior staff to ensure the club is maintained to Ofsted standards of care.
* Promote good behaviour within the group in line with school policy.
* Supervise toileting arrangements and as appropriate provide support with changing as appropriate for a child who has had a toileting accident in line with school policy.

**Resources**

* Responsibility for ensuring that the after school club room equipment is hygienically maintained.
* Setting up and cleaning away equipment such as toys and craft materials.

**Supervision of Pupils**

* Attend safeguarding training and be vigilant of signs of abuse, neglect and social, emotional and developmental delay. Be vigilant of radicalisation. Immediately reporting any concerns to the After School Club Leader or Executive Head Teacher.
* Provide supervision of children after school between 3.10 – 4.30pm.
* Supervise a range of suitable activities for children taking into account their interests and needs.
* Promote positive behaviour and report any persistent unruly behaviour to senior staff.
* Collect children from school and supervise them walking to the After School Club in School Road. Following school road crossing procedures.

**Support to School**

* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
* Comply and assist with the development of policies and procedures relating to child protection, health, food hygiene, safety and security, administration and confidentiality and data protection, reporting all concerns to the After School Club Leader or Executive Head Teacher.
* Be aware of, support and ensure equal opportunities for all.
* Contribute to the overall ethos/ work/aims of the school.
* Establish constructive relationships and communicate effectively with pupils, staff and parents.
* Attend and participate in meetings relating to the development of the service.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.

Person Specification - Senior After School Club Assistant

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| Essential Criteria | Measured by |
| Experience* Good interpersonal skills
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| Knowledge/ Skills* Ability to work constructively as part of a team and on own initiative
* Ability to relate well to children and to adults
* Demonstrate the understanding and ability to maintain a safe and hygienic working environment
* Maintain a professional, clean and hygienic appearance
* Good understanding and ability to use specialist equipment/ resources
* Good organising, planning and prioritising skills
 | AF/I |
| Behavioural Attributes* Customer focused
* Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect
* Open honest and an active listener
* Take responsibility and accountability
* Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service
* Demonstrates a ‘can do’ attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations
* Is committed to the provision and improvement of quality service provision
* Is adaptable to change/ embraces and welcomes change
* Acts with pace and urgency being energetic, enthusiastic and decisive
* Communicates effectively
* Has the ability to learn from experiences and challenges
* Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:* Motivation to work with children and young people.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
* Emotional resilience in working with challenging behaviours and positive attitudes to the use of authority and maintaining discipline.
 | AF/I |
| **Essential** – Level 2 Teaching Assistant Qualification The candidate will also require an enhanced DBS check and two satisfactory references before commencing in this post.**Desirable**-  Paediatric First Aid Food Hygiene Certificate/ Training Safeguarding/ Child Protection Training  |  |

AF – Application form I – Interview