



Job Description

School Name:	Ongar Place Primary School
Job title:	After School Club Assistant
Reports to:	Headteacher
Role Summary: To assist in the provision of a planned stimulating programme of afterschool activities, taking into account any additional needs and encouraging children's participation in the planning process.	
Key Tasks and Activities: • To maintain the safety, security and emotional welfare of the children attending the club. • To assist in the provision of safe, creative, appropriate play and learning activities. • To ensure that the club is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively. • To provide the children with healthy meals or snacks. • To set up and clear away each day. • To contribute to and implement all club policies and procedures. • To attend meetings and take part in training as appropriate. • To administer first aid (dependent on training).	
Person Specification: Knowledge and Experience • Relevant experience of working with children; willingness to undertake relevant level 2 or 3 qualification. • A current First Aid certificate or willingness to work towards one. • Safeguarding training (available from school). • Basic knowledge and understanding of Health and Safety and how to ensure this within the school. • Experience of working with 4 to 11 year olds. • Knowledge of school policies on Safeguarding, Pupil Behaviour and Equal Opportunities. • Willingness to undertake Food Hygiene training. Skills and Abilities • Ability to provide and facilitate safe, creative play and support learning (e.g. help with homework). • Ability to communicate at all levels and relate well to children and adults. • Ability to meet children's individual needs, including those with special educational needs and disabilities. • Ability to use judgement and common sense. Personal Qualities • A personal commitment to equal opportunities and inclusion. • Willingness to participate in further training. • Willingness to maintain confidentiality on all school matters.	

- Able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

Other Duties:

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities:

The postholder is required to carry out the duties in accordance with the schools Equal Opportunities Policy.

Health and Safety:

The postholder is required to carry out the duties in accordance with the schools Safety policies and procedures.

Safeguarding:

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.