

## **Job Description - After school club assistant**

Job title:	After school club assistant.
Responsible to:	Pre-school Manager/Deputy Manager.
Responsible for:	Supervision of children during sessions.
Purpose of the job:	To work as a key person and as part of the team under the direction of the managers. To provide safe, high quality education and care for children and young people which meets the individual needs of those attending the setting.

### **Main duties**

1. To support the manager and deputy in their daily role.
2. To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
3. To help to set up the playroom(s) for the daily programme and to help tidy away at the end of the session.
4. Work in partnership with parents/carers and other family members.
5. To advise the Pre-school Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
6. To support the group, practitioners and children through the routine, e.g. settling in, free play, circle time, singing, organising small group time, ensuring that all age ranges are planned for dependant on their abilities and readiness.
7. To support all staff members into the room's routine and procedures.
8. To ensure that children are kept safe and that you understand when to follow safeguarding procedures.
9. To support meal times within the setting.
10. To actively participate at team meetings, supervisor meetings, appraisal meetings and attend committee meetings, if required.
11. To attend training courses as required and to take responsibility for your development.
12. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
13. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
14. To ensure that adequate records are kept and updated regularly.
15. To promote the pre-school to current parents and potential customers.
16. To undertake any other reasonable duties as directed by the Pre-school Manager or Deputy Manager, in accordance with the setting's business plan/objectives.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.**

## **Person specification**

### *Essential criteria*

1. Willingness to learn new skills and attend training as required.
2. Good communication skills.
3. An understanding of play based approaches to children's learning and development.
4. Commitment to equal opportunities.
5. Commitment to working effectively with young children and families.
6. Friendly and flexible approach at work which facilitates the development of effective relationships.
7. To support our policy of indoor and outdoor free flow provision this includes Forest School sessions.
8. ICT skills; word, email, Ipad.

### *Desirable criteria*

1. Level 2/3 early years education and childcare qualification or equivalent.
  2. Level 3 in Play work
  3. Willingness to undertake further training.
  4. Current First Aid qualification.
  5. Specialist safeguarding qualification.
  6. Food Hygiene qualification.
  7. Previous supervisory experience.
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**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**