

**Furzedown Primary School**

**After School Care Assistant**

**Scale 1C / Point 2 £12,442 per annum**

**Part Time- Up to 17.5 hours per week**

**1 Year Fixed Term Contract- Required ASAP**

**Headteacher: Mrs. D. Morris**

# Job purpose

The Afterschool Care Assistant is a capable individual with responsibility for caring for children and maintaining a high-quality, stimulating learning environment.

The people in this role will be warm and responsive, working flexibly and effectively as part of a team to ensure the smooth running of the club.

**An enhanced DBS check is required by the school before any appointment can be confirmed.**

# Main duties and responsibilities

1. Responsible to the Provision Manager and in their absence the School Business Manager for the day to day management, organisation, development and promotion of high quality after school care.
2. To deliver play provision for children aged 3 - 11 years, including children with disabilities.
3. To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment.
4. To enhance the understanding of the importance of play and by encouragement and discussion, enrich the children’s experiences through varied and comprehensive play activities to develop their potential to the full.
5. To cooperate and work effectively with the Manager, taking on additional responsibilities/duties.
6. To contribute toward the planning and preparation of the weekly programme for the play setting, in response to the views and ideas of the children and young people using the service.
7. To deliver a variety activities on a daily basis, to include arts and crafts, games, sports, educational and general play.
8. To ensure established control procedures in respect of the operation of After School Care are maintained to ensure the service provided meets the standards required by School and Local Authority Policy, Government legislation and other guidelines where specified.
9. To be responsible for ensuring the setting building and surrounding play space is a safe and secure environment, reporting all repairs and faults to line managers.
10. To ensure that the general cleanliness and tidiness of the setting meets health and safety requirements.
11. To be available as a positive role model to children, offering them appropriate advice and support where necessary.
12. To follow the school’s instructions on procedures and policies.
13. Maintain adequate first aid and facilities appropriate to the needs of the group and administer first aid where necessary.
14. To attend meetings, contributing to problem solving and decision-making as required.
15. To take part in Continued Professional Development (CPD) as required.
16. Provide refreshments and healthy snacks ensuring that hygiene and health and safety standards are met.
17. To undertake any other aspects of Club work according to need.

# General duties

1. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the Council.
2. To be aware of and follow Child Protection and Safeguarding procedures and remain vigilant while doing everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.
3. In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.
4. To implement the Council’s Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council’s service.
5. To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.
6. When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

*This job description is intended to give you an indication of the main duties but is not meant to be an exhaustive list.*

**Person Specification- After School Care Assistant**

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| **Experience** | * Some relevant childcare experience is essential
* Previous experience of working within a school/club/early years setting is desirable.
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| **Qualifications/Training** | * Working towards, or commitment to gain Levels in Playwork/Childcare, or equivalent.
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| **Knowledge/Skills** | * Awareness of current legislation and guidance
* Key operational policies and procedures e.g. health & safety, child protection, behaviour management and administering of medication
* Health & Safety, First Aid
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| **Disposition** | * Warm, friendly and responsive
* Honest, trustworthy and reliable
* Flexible approach
* Team player
* Reflective
* Creative
* Commitment to Continuous Improvement
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Signed:

Print Name: