**JOB DESCRIPTION**

**Post Title:** SchoolCommunity Club Assistant

**Reporting to:** Club Manager

**Pay Scale:** Scale 1C Point 2

**Main Purpose of the Job**

* To deliver a suitable programme of imaginative and innovative activities suitable to the needs and interests of children age 4- 11 yrs old
* Be responsible to the club manager
* To ensure the provision offers a safe and stimulating play environment.
* To assist with the planning, preparing and delivery of activities, which meet children’s

individual developmental needs.

* To assist in the administration of the club, keeping relevant records and ensuring that the agreed club procedures are implemented.
* The preparation, production and serving of balanced meals and food choices for children of the Out of School Care in line with the agreed menus.
* To ensure legal requirements for Health, Hygiene and Safety requirements are met at all times.
* To contribute to a working environment which supports equal opportunities and anti-discriminatory practice.
* To Ensure the safe collection and transportation of children between the classes and the club.
* Communicating and liaising with parents

**Main Responsibilities**

* Ensuring that areas are clean and cleared at the end of sessions
* To carry out any other duties, which will be seen to enhance the work of the Before/After School Club
* To promote and encourage healthy eating.
* To minimise waste levels and manage food hygiene.
* To ensure adequate portion size for all aged pupils.
* To take into consideration possible dietary needs or allergies.
* Delivering a stimulating, fun and challenging programme of indoor and outdoor activities
* To report any accidents, as soon as possible and ensure procedures are followed
* To maintain strict confidentially relating to information held concerning children and families using the clubs and to ensure they are adequately trained to report to the designated Child Protection officer any concerns around safeguarding Assist with planning, preparing and delivering quality play opportunities within a safe and caring environment
* Setting up the play space including moving furniture and play equipment.
* Providing light refreshments and cooking meals and ensuring that hygiene, health and safety standards are met.
* Administering first aid when necessary.
* Undertaking appropriate and relevant training.
* Keeping the work environment healthy, safe and secure.
* Working within the framework of the school’s policies and procedures
* Supporting pupil hygiene and social skills

This post is subject to a DBS check