**CHESTERTON PRIMARY SCHOOL**

**JOB DESCRIPTION**

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| POST | After School Care Worker |
| GRADE | Scale 1c |
| EMPLOYMENT STATUS | Term Time Only  15 hours per week: 3.00pm – 6.00pm |
| RESPONSIBLE TO | Deputy Headteacher |

# Purpose of the Job

To work with pupils to supervise the physical and general care of pupils. To provide a safe environment and stimulating age-appropriate play activities.

Main Responsibilities

* To deliver and plan a co-ordinated programme of activities
* To provide formal and informal learning opportunities
* To interact with pupils with a variety of needs, and establish good relationships based on mutual respect
* To be available as a positive role model to children offering them appropriate advice where necessary
* To promote the inclusion and acceptance of all pupils
* To co-ordinate with Chesterton staff for other club activities
* To monitor attendance
* To maintain adequate first aid facilities and administer.
* To prepare a light meal each day, following Food Hygiene protocols. Training on this will be provided along with food allergen training
* To ensure the safety of all children, reporting any hazards to the appropriate person
* Ancillary associated duties such as attending to the pupils’ personal needs which may include nappy changing, taking to the toilet and showering as necessary; cleaning spillages.
* Communicate effectively with and form positive relationships with the families of our pupils
* Attendance at briefing meetings/Inset days with advance notification
* To work well as part of a team, sharing responsibilities
* Follow the school behaviour policy and promote healthy relationships
* Be clear of safeguarding responsibilities

**Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the Trust’s Equal Opportunities Policies

**Person Specification**

**Job Title:** After School Care Worker

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| To hold a recognised or be willing to train for a qualification in First Aid | ✓ |  |
| Willingness to participate in development and training opportunities | ✓ |  |
| Level 2 Award in Food Safety |  | ✓ |
| Allergen Awareness |  | ✓ |
| **Experience** |  |  |
| Experience of support work in an inner-city, multicultural school |  | ✓ |
| Experience of helping to deliver programmes under the direction of qualified supervisor |  | ✓ |
| **Knowledge and Understanding** |  |  |
| Knowledge, understanding and commitment to equal opportunities | ✓ |  |
| **Skills and Abilities** |  |  |
| To be able to demonstrate good literacy and numeracy skills | ✓ |  |
| Excellent communication, planning and organisational skills | ✓ |  |
| Ability to use initiative | ✓ |  |
| Ability to develop and maintain good working relationships with the whole school community | ✓ |  |
| Ability to work constructively as part of a team, understanding responsibilities and your own position within these | ✓ |  |
| Ability to be flexible and positive | ✓ |  |
| Ability to use cooking equipment, awareness of food hygiene and health and safety | ✓ |  |
| An awareness of strategies for managing pupils with challenging behaviour | ✓ |  |
| Ability to show initiative and respond to situations appropriately including those involving learning or incidences of behaviour | ✓ |  |
| To be able to form positive relationships with the families of our pupils |  | ✓ |