WRAP AROUND CARE

**Job Title**: After School Club Assistant

**Salary:** Scale 1C pro rata (£22,209 FTE per annum)

**Hours variable:** up to 13.45Hrs /Week 15:15 to 18:00

**Job summary:** Assist with day to day activities of the club

Provide quality play care within the framework of the school’s

Policies and procedures

**Line manager:** Manager/Supervisor Wrap Around Care

**Responsible for:** Not applicable

**Working relationships:** Children attending the club and their parents/carers

management and staff, including students and volunteers

Schools and registering authorities

**Main duties include:**

* Assist with planning, preparing and delivering quality play opportunities within a safe and caring environment.
* Providing comprehensive care for the children
* Setting up the play space including moving furniture and play equipment.
* Providing refreshments and ensuring that hygiene, health and safety standards are met.
* Administering first aid when necessary.
* Consulting with children and involving them in planning activities.
* Helping with administration, where necessary.
* Encouraging parental involvement.
* Facilitating good communication with all members of the organisation, parents, and schools.
* Undertaking appropriate and relevant training.
* Keeping the work environment healthy, safe and secure.
* Working within the framework of the school’s policies and procedures.

**Person specification**

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|  | **Essential qualities** | **Desirable qualities** |
| **Qualifications** | * Childcare related NVQ 3 or equivalent, or willing to gain this qualification as soon as possible | * First Aid qualification * Food Handling qualification |
| Experience | * Working with children of relevant age (3 – 11 years) in a childcare or school setting in a paid or voluntary capacity Understanding the varied needs of children and their families | * Experience of working within a play-based setting * Experience of administration |
| Skills and Abilities | * Awareness and understanding of Child Protection issues and Safeguarding practices * An understanding of Equal Opportunities and how this is implemented * Good numeracy and literacy * Willing to participate in development and training opportunities, including training in First Aid and Food Handling if required. * Work constructively as part of a team, * Basic First Aid * Be able to assist in delivering a stimulating, fun and challenging programme of indoor and outdoor activities * Assist in preparation/provision of freshly cooked meals * Be able to communicate effectively with children, parents/carers and colleagues * Sufficient understanding and use of English to ensure the well-being of the children\* | * Competent in using IT to support play and club administration * Ability to work on own initiative * Relevant qualification or willingness to work towards this * Appropriate child protection training * Current Paediatric First Aid Certificate * Food Hygiene Certificate |