

**Granard Primary School**

**Job Description**

**After School Care Assistant**

**Responsible to:** After School Care Manager

School Business Manager

Headteacher

**Main Purpose of the Job**

To ensure the safe and appropriate supervision of the children at all times, delivering creative and appropriate play opportunities/activities for children between the ages of 3-11 years old in a caring and stimulating environment.

**Main Responsibilities**:

* To provide a stimulating play programme for children attending the After School Care which takes account of the interests and stage of development of the children
* To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur
* To work with all staff to initiate, prepare and deliver care and play activities/programmes in a nurturing, safe and caring environment
* To meet the intellectual, creative, physical, emotional and social needs and interests of the children attending
* To maintain a calm and professional manner when faced with challenging situations
* To promote positive relationships and interaction between all adults and children involved in the setting
* To develop and maintain good working relationships with school staff and external agencies, as necessary
* To liaise with the school with regard to the needs of the children who attend the club
* To communicate with parents/carers in a positive, constructive manner and develop positive relationships with parents/cares and their children
* To collect the children from the classrooms at the end of the school day as per daily registers, and ensure all arrive in the ASC Club
* To ensure the safe handover to parent/carer upon collection
* To liaise with parents to encourage parental involvement and support of the After School Care
* To ensure that resources are made available to children and that these are maintained in a clean and safe condition
* To administer First Aid and assist with sick children where necessary
* To comply with the school’s First Aid and Administration of Medication Policy, ensuring all accidents are recorded appropriately in the accident book and that parents are informed
* To be responsible for children during outdoor activities and ensure that the ratio of 1:8 is maintained. Complete a list of children to ensure that everyone is accounted for
* To ensure a First Aid Box is taken outside during outdoor activities
* To be involved in the setting up and clearing away at the start and end of each session

**Miscellaneous**

* Attend INSET days as required
* Attend and participate in relevant meetings, as required
* Undertake and participate in training and other learning activities for personal and professional development, as required
* Participate in annual performance reviews and Performance Management meetings
* Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Security, Confidentiality and Data Protection, reporting all concerns to the appropriate person
* Contribute to the overall ethos, work and aims of the School
* Work constructively as part of a team, understanding own School role and responsibilities with effective interaction with others
* Recognise own strengths and areas of expertise and use these to advise and support others
* 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 the workers role within the organisation
* Be fully aware of the principles of Safeguarding as they apply to vulnerable adults in relation to the workers role
* Establish constructive relationships and communicate with other agencies and professionals
* Use own initiative and solve problems creatively
* To carry out any other duties which will be seen to enhance the work of the school’s extended day services

**Review**

This job description is subject to annual review and may be amended by the Headteacher in discussion with the post holder.

Signed: ………………………………………………………………..

Name: ………………………………………………………………… Date: …………………….…

**Person Specification**

**After School Care Assistant**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Relevant child care and/or education qualifications | ✓ |  |
| First Aid qualification |  | ✓ |
| Food Hygiene qualification |  | ✓ |

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| **Experience** |  |  |
| Experience of working with people from a range of backgrounds | ✓ |  |
| Have an understanding of issues around diplomacy and confidentiality | ✓ |  |
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| **Knowledge and Skills** |  |  |
| Approachable, dependable, reliable and flexible | ✓ |  |
| Knowledge of Child Protection and Safeguarding legislation and best practice | ✓ |  |
| Understanding of Health and Safety issues and good practice relating to this role | ✓ |  |
| Able to communicate effectively in a variety of ways | ✓ |  |
| Strong communication skills and good command of spoken and written English | ✓ |  |

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| **Personal Qualities** |  |  |
| Ability to use own initiative | ✓ |  |
| Ability to maintain a calm and professional manner when faced with challenging situations | ✓ |  |
| Ability to develop good relationships with staff and pupils and the wider school community | ✓ |  |
| Knowledge and understanding of the social, emotional and developmental needs of primary school children | ✓ |  |
| Professional appearance and excellent timekeeper | ✓ |  |
| Commitment to the school ethos and vision statement | ✓ |  |
| Effective behaviour management skills | ✓ |  |