**BRANDLEHOW SCHOOL**

**JOB DESCRIPTION**

**COMMUNITY CLUB ASSISTANT**

**(AFTER SCHOOL CLUB)**

**GRADE:** Scale 1c

**RESPONSIBLE TO**: Community Club Manager

**HOURS**: Part-time – 10 hours/week term time only (more hours available on request): 3.15pm-5.45pm daily, initially four days per week Monday - Thursday

Under the direction of the Community Club Manager and in accordance with the policies and procedures of the local authority and the school the Assistant will be responsible for the following:

1. Assisting in the delivery of a stimulating, fun and challenging programme of indoor and outdoor activities
2. Ensuring the safety, wellbeing and supervision of children in the care of Brandlehow’s community club
3. Assisting in the preparation and provision of a freshly cooked meal

Duties will also include:- administering of first aid to children; liaising with parents/carers, and other such duties consistent with the post.

Continuing Professional Development opportunities will be provided throughout the year.

This job description is subject to annual review but may be reviewed at any time during the school year.