



Job Description and Person Specification - After School Childcare Assistant

Job Description

Payscale : Grade 2 (staring salary £18,887 full time equivalent)

Length of Contract: Permanent, Term Time Only (38 weeks per year)

Hours of Work: - 7.5 hours per week - 3pm to 5.30pm for 3 afternoons per week with the flexibility to work until 6pm as and when needed.

Purpose of Job:

To assist in the day to day organisation and smooth running of the After School Club at Pippins @ Hope Brook. The post includes:

- Helping set up activities and supporting children in their play
- Establishing good relationships among everyone in Pippins
- Keeping children safe and ensuring good behaviour
- Helping prepare snacks and looking after children while they eat

Specific Duties

Support for Individual Children

1. Attend to the child's personal needs, including social, health, physical, hygiene, First aid and welfare matters.
2. Supervise and support children ensuring their safety and access to appropriate activities.
3. Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
4. Promote the inclusion and acceptance of all children.
5. Encourage children to interact with others and engage in activities.
6. Encourage children to act independently as appropriate.
7. To be a key worker for a number of children.

Support for Managers

8. Prepare room and resources as directed and clear afterwards.
9. Be aware of child related issues and report to the Manager as required.
10. Support the Manager in managing children's behaviour, reporting difficulties as appropriate.
11. Gather/report information from/to parents/carers as directed.

Support for the Provision

12. Prepare and maintain equipment/resources as directed by the Manager and assist children in their use.
13. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
14. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
15. Contribute to the overall ethos/work/aims of the provision and school.

Person Specification

The following skills and attributes would be desirable:

- Experience of working with children
- Awareness of appropriate activities for children ranging from pre-school to year 6.
- Ability to implement high health and safety standards
- Awareness of health and hygiene issues, particularly relating to food preparation
- Basic knowledge of First Aid
- Ability to follow instructions or work on own initiative as necessary
- Ability to communicate effectively with parents, carers and other professionals