



Job Description

Post: After School/Extended Schools Assistant
Academy: Hammond Academy
Pay Range: H1
Hours: Monday-Thursday 15:00-18:00

Start date: As soon as possible following recruitment checks

PURPOSE OF JOB

- To effectively support all aspects of the After School Club on a day to day basis providing a welcoming, nurturing and supportive environment to meet the children's individual needs.
- Responsible to Extended Schools Leader
- Liaises with the Extended Schools Leader on a regular basis to discuss issues on the running of the setting.

Key responsibilities

- To ensure the smooth and reliable operation of the club and be committed to work towards providing equal opportunities in all aspects of the work and abide by agreed policies.
- To play and organise games with the children
- To act in a responsible manner towards children at all times.
- To wash all items used for food or food preparation and ensure they are stored in the correct place.
- Ensure all food placed back in the larder and fridges are covered and closed and stored appropriately to ensure freshness and hygiene.
- Ensure at the end of the session the floors are swept and moped and bins are emptied.
- To administer or supervise first aid as required and to record any accidents/incidents in the accident book.
- To attend meetings as appropriate.
- To undertake any other reasonable duties as directed

Person Specification

Experience & Knowledge

- Experience of working with children
- Communication skills both written and oral
- Interpersonal skills
- Emergency Aid First
- Internal or external training in Safeguarding Procedures

- Food Hygiene (training will be provided)
- Increasing expectations to engage in fuller professional development resulting from Performance Management

Professional Skills Descriptors

- Post holders must be willing to undertake training as part of their role, as required.
- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

Safer Recruitment

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2023).

Equal Opportunities

At Aspire Academies Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief. To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply for this vacancy.