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| Post | After School club Assistant |
| Hours | 3.00 – 6.15pm (16.25 hours per week) |
| Status | Temporary Post in the first instance |
| Salary | Grade 1 |

To be responsible for the day to day running of the wrap around care programme after school club. To plan and provide a range of engaging and creative play activities for children aged between 4 and 11. Reporting to The Head of School and Executive Head Teacher.

**Main Duties.**

To work collaboratively with all staff to deliver high quality creative play opportunities in a safe and caring environment with regard to the individual needs of the children.

Encourage children to interact, work and play co operatively with others and engage in play and learning activities.

To prepare light meals/ snacks or assist pupils in preparing their own tea in line with the planned timetable.

To provide activities for children who attend the club; activities that are varied, creative, inclusive and engaging in line with the planned timetable.

Prepare the setting with activities and resources and clear away afterwards. Assist with the display of pupils work for wrap around care noticeboards.

To maintain records of attendance.

To liaise with the School Administrator to order food, equipment and resources when they are needed.

Set high expectations of children’s behaviour and promote self-esteem and independence.

Promote positive values, attitudes, and good pupil behaviour in line with the school policies.

To interact with children, parents, and staff in a friendly, caring manner.

To ensure that high standards are maintained at all times, in line with school policy and procedures.

To ensure that heath and safety standards are maintained at all times.

To report issues of any concern to the Designated Safeguarding lead.

To administer minor first aid as trained and assist with sick children where necessary.

To comply with the School First Aid policies and procedures.

**Key Holder Duties**

To open and close the school as and when required in line with the clubs opening and closing times.

**Training**

To participate in training, other learning activities and performance development as required for the role.

To undertake any other duties as required according to the need of the wrap around care provision and St Edwards CE Primary School and the wider needs of the federation of schools.

This job description is intended to give you an indication of the main duties but is not meant to be an exhaustive list.