



## JOB DESCRIPTION:

### Little Gems - After School Club Assistant

<b>Job title:</b>	<b>After School Assistant</b>
<b>Responsible to:</b>	Principal
<b>Salary / Grade:</b>	<i>Recommended grade H2 (£24,027 - £24,790)FTE, pro rata</i>
<b>Working hours / weeks:</b>	<i>3:00pm -6:15pm (16.25 hours) Term Time Only</i>
<b>Core purpose of the role:</b>	To play and organise games with the children in our wraparound provision.

### TRUST RESPONSIBILITIES

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Safeguarding children, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person
- To uphold our commitment to safeguarding and to promote the wellbeing of children
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests

### KEY RESPONSIBILITIES

- To play and organise games with the children in and out of the school
- To wash all items used for food or food preparation and ensure they are stored in the correct place.
- To make Little Gems a fun and safe place where children want to be,
- To ensure the smooth and reliable operation of Little Gems.
- To work towards providing equal opportunities in all aspects of the work and abide by agreed policies.
- To act in a responsible manner towards children at all times.
- Ensure all food placed back in the larder and fridges are covered and closed and stored appropriately to ensure freshness and hygiene.

- To ensure that the kitchen is left tidy and clean.
- Ensure at the end of the session the floors are swept and spot 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 by the school

## HEALTH & SAFETY

To be aware of and comply with the Trust's health and safety policies.

## SAFEGUARDING

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Aspire Academies Trust pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

## DATA PROTECTION

To be aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### Notes:

- This document does not form part of the contract of employment.
- This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.
- The Trust has, at its discretion, the right to ask you to work in a different school across the Trust, if the need arises

## PERSON SPECIFICATION

Qualifications/Knowledge/Experience	Essential/Desirable
Experience of working with 3 to 11 year olds	<b>E</b>
Experience of administration	<b>E</b>
Experience of working in a supervisory or management capacity	<b>E</b>
Delivering equal opportunities in a play setting	<b>E</b>
Awareness of needs of children and families	<b>E</b>
Appropriate level 3 qualification	<b>E</b>
Current First Aid Certificate	<b>E</b>
Appropriate child protection training	<b>E</b>
Food Hygiene Certificate	<b>E</b>
Ability to provide and facilitate safe and creative play	<b>E</b>
Ability to work as a team member and demonstrate leadership skills	<b>E</b>
Good communication skills	<b>E</b>
Ability to work on own initiative, using judgement and common sense	<b>E</b>
At least 2 years' experience working in a childcare setting	<b>D</b>
Experience of working within a play-based setting	<b>D</b>
Experience of budgeting	<b>D</b>
Ability to use IT based resources to support play and club administration	<b>D</b>