



Job Description

Post Title: *Out of Hours Club Assistant*

Grade: NJC Grade 1 point 2

Responsible to: *Head Teacher*

Job Purpose:

- *As the member of the Kings Hedges Federation Team you will promote the school ethos and values at all times*
- *Maintain and comply with all school policies and protocols*
- *Support the school during a pandemic by following all school guidelines and risk assessments to minimise risk of spreading the virus*
- *Assist the Out of Hours manager in providing a safe, stimulating environment for the pupils with creative and appropriate play opportunities*
- *To fulfil legal and statutory requirements*

Main responsibilities and duties:

- *To ensure that the Out of hours Studio is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times, and fire drills are regularly practiced.*
- *Assist with the daily preparation, supervision and offering learning and playing in an engaged, caring and safe environment for children aged 4-11 years*
- *Give care to the children including welcoming new members to the club and the safe handover of children to parents/guardians passing on appropriate information about their child*
- *Take part in preparing and clearing activities and equipment*
- *Assist in ensuring that records and registers of children are taken and kept in a professional and confidential manner.*
- *Contribute to maintaining day to day discipline*
- *Work in a safe manner and consider the play and learning environment and any matters affecting the children, advising the Manager of any identified risks.*
- *Be aware of and work within the policies and procedures of the club and school. Raise any concerns or questions about policy or procedures with the Manager or Head Teacher immediately.*
- *Administer first aid as appropriate and progressing further treatment as necessary (if qualified)*
- *Deal sensitively and confidentially with any matters of personal information about the children and /or their families which may be obtained in the course of working in the centre.*
- *Participate in compulsory and necessary training such as First Aid, Child protection and Food Hygiene. Also, any other relevant courses for the best practice of our club and school and your personal progression.*
- *Encourage the involvement and support of parents and positively promote the club to parents and in the local community.*
- *Report all accidents to the manger and record appropriately*
- *Show enthusiasm and competence in all duties expected of the role to maintain best practice*
- *To keep confidential any information regarding children, their families or other staff members, learned as part of the job.*
- *To undertake any other reasonable duties, as directed by the Senior staff, in accordance with the clubs objectives.*

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or SLT team to carry out appropriate duties within the context of the job, skills and grade

Safeguarding is everyone's responsibility. All staff are required to have an Enhanced DBS certificate.

Post Holder Signature.....

Date.....