

# St Andrew's Primary School

Dag Lane  
North Kilworth  
Leicestershire LE176HD



## Afterschool Club Assistant

10 hours per week – Monday – Friday  
Fixed Term Contract - commencing asap

St Andrews Primary School is set in the beautiful South Leicestershire countryside near to Market Harborough. We are seeking to appoint an Afterschool Assistant to help run the club after school for pupils who attend our school.

The successful candidate must be self-motivated, flexible and a good team player who is dedicated to ensuring the club is a pleasurable and safe experience for our children. Excellent behaviour management and organisational skills are essential.

In return we can offer the opportunity to be part of a dynamic, forward-looking MAT (Learn-AT), fantastic children, warm and welcoming staff, supportive parents and a fabulous site and environment.

### To be successful in this role:

You will need a calm and caring nature and be able to provide our children with high quality activities before and after the normal school day

You will need to be flexible and adaptable, work well in team but also have the capacity to work independently on your own initiative.

10 hours per week Monday – Friday 4pm - 6pm (to be reviewed in January 2025)

This is a Grade 5 post £12.64 per hour / 38 weeks per year.

Term Time only, no holiday working required.

For further information, please contact the school office.

**Closing date for applications: Thursday 28<sup>th</sup> November 2024 at noon**

As part of our commitment to Safer Recruitment, references will be taken up prior to interview wherever possible. St Andrews Primary School is committed to safeguarding and promoting the welfare of children and young people. Successful candidates are subject to an enhanced disclosure from the Disclosure and Barring Service. We are committed to equality of opportunity in employment and service.

## Job Description

Job Title:	Wrap Around Club Assistant
Grade:	5
Base/Location:	St Andrews Primary School
Responsible To:	Head of School/Executive Headteacher
Responsible For:	Club, Play, Children, Parents, Own performance, Volunteers

### Job Purpose

To perform and supervise the day-to-day organisation and operational aspects of the club to provide a safe, stimulating, fun, approachable and well managed Breakfast/Afterschool Club. The club fully supports its equal opportunity policy, and aims to show care, appreciation and respect to every individual member or child. To fulfil all legal and statutory requirements; to contribute to and implement all club policies.

### Main Duties and Responsibilities

To encourage and support the team to provide a safe and stimulating environment for the children providing creative and appropriate play and relaxation opportunities.

To promote the club image and ethos and ensure the implementation of all club systems.

Inform WAC leader of any cancellations, amendments, bookings in accordance with the club's registration terms and conditions.

To assist the WAC leader to maintain records of members' details and information required to meet the individual needs of the children.

To supervise all staff including any volunteers. Ensure all registration and supervision procedures are adhered to.

To record and inform parents of any incidents or accidents relating to their children, obtaining the parent's signature on the appropriate documentation. Administer first aid as appropriate.

To build and encourage club-parent partnerships. Promote communication and involvement and facilitate new ideas.

Ensure correct levels of supervision and care at all times. Children must never be placed in a vulnerable or wanting situation at any time.

Assist the club with promotional activities and encourage new membership.

To undertake personal development reviews, appraisals, and training. To undertake any other duties that may become necessary from time to time.

Assist in planning programs of activities appropriate to the age and ability of the group.

Be aware at all times of appropriate Safeguarding, Health & Safety, and Intimate Care procedures.

Attend staff meetings as required (may sometimes be outside of working hours with prior notice)

Be aware and apply the school's policies and procedures.

To ensure all equipment, premises, care, maintenance and security needs are met through regular meetings. Identify and procure the necessary equipment through discussion with your team and the club's children.

To develop a communication pathway between the club and the team to deliver a club that strives for the best for its children and staff, ensuring that it is innovative and caring.

### **Health and safety**

To comply to legal responsibilities and duties under the Health and Safety Act and The Children's Act Regulations.

To take reasonable care for health and safety of self and of persons who may be affected by your acts or omissions at work.

To conduct fire safety procedures, monitor the condition of play equipment and support all responsibilities and activities of the club's policies on Equal Opportunity, Child Protection, and Food safety.

Be fully aware of all emergency and security procedures. Ensure general wellbeing of children at all times

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job. Learn Academies Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Wrap Around Club Assistant</b>		
<b>Grade:</b>	<b>5</b>		
	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>An appropriate childcare qualification and/or willing to train</li> <li>A current first aid certificate</li> <li>Valid food hygiene certificate</li> </ul>	✓	✓ ✓	Doc/Int
Demonstrable experience identified within the section below	✓		Ref/Int
<b>Experience</b> <ul style="list-style-type: none"> <li>An understanding of good quality childcare and child development;</li> <li>Ability to provide and facilitate safe and creative play</li> </ul>	✓ ✓		Ref/Int
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Knowledge of health and safety issues</li> <li>Show respect and understanding to children's individual needs</li> <li>Understanding and commitment to Equal Opportunities.</li> </ul>	✓ ✓ ✓		App/Int
<b>Skills and Competencies</b> <ul style="list-style-type: none"> <li>Effective communicator (Oral and written) at all levels</li> <li>Good interpersonal skills and customer service skills</li> <li>Ability to organise and delegate to staff.</li> <li>Self-motivated, confident reliable and flexible</li> <li>Able to accept responsibility and show initiative</li> <li>Team member</li> <li>Positive, bright cheerful and outgoing. Open, honest, trustworthy and caring. Supportive and a good listener. creative and diplomatic</li> <li>Sense of humour, adaptable, professional, approachable, patient and considerate. Good mental and physical health</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓		App/Int
<b>Other Requirements</b> <p>An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.</p> <p>Undertake training as required for this role</p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010</p>	✓ ✓ ✓		App/Int  Ongoing  Med
<b>Key:</b> App = Application Form Test = Test	Pre = Presentation Questionnaire Evidence (e.g. Certificates)		Med = Medical Dc = Documentary Int = Interview