



St Margaret Clitherow Catholic Primary School JOB DESCRIPTION

Job Title: After School Club Assistant	Job Ref:
School: St Margaret Clitherow Catholic Primary School	Salary: £12.26 per hour Bracknell Grade BG-K
Reports To: After School Club Supervisor	
Employment Status: Casual	
Hours of Work: 2 hours per day, 2 or 3 days week term time only – 3.15pm to 5.15pm	
Job Purpose. <i>To help organise, plan and take part in play and leisure activities for children attending After School Club. To care for and supervise the children, making sure that they are safe and happy.</i>	
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community. The After School club is part of the schools wrap around care, giving parents and carers a safe setting to care for their children outside school hours to fit with working hours. The afterschool club offers children a nutritious snack, and opportunity to play with their peers.	
Organisation Chart: <pre>graph TD; SBM[School Business Manager] --> ASCS[After School Club Supervisor]; ASCS --> ASCA[After School Club Assistant];</pre>	

Scope

Financial Accountabilities

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

NONE

Staff Responsibilities

Number of employees managed/supervised:

Number of FTE (Full Time Equivalents) employees managed/supervised:

NONE

Management of Physical Assets

Nature of physical assets directly controlled, (e.g. children's home):

Details of service contracts managed:

NONE

Summary of Main Contacts.

- After School club staff
- Pupils
- Parents

Main Tasks/Accountabilities

Organising play activities for children aged five to eleven years of age.

Setting up play equipment and making sure play areas are safe

Supervising children for fair behaviour during play, dealing with any minor injuries

Occasionally helping to prepare snacks for the children

To work co-operatively with the After School Club team to ensure children are healthy, safe and happy

To ensure that the behaviour of the children is appropriate at all times and that school rules are being followed; to give rewards and apply sanctions as appropriate.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

<p>Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) – What does the postholder need in order to be able to carry out the role to the level required.</p> <ul style="list-style-type: none">• Good standard of general education• Current DBS Check (this will be applied for by the school on appointment)• Aware of health and safety and first aid issues – training will be provided in these areas.•
<p>Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.</p> <ul style="list-style-type: none">• Able to work as a team• Able to get on well with children, their parents and carers.• Good communication skills• Ability to motivate children• Flexible approach & use of initiative
<p>Experience: type, level and length.</p> <ul style="list-style-type: none">• Experience working in a similar environment is desirable but not essential.
<p>Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.</p> <ul style="list-style-type: none">• An interest in developing children through play• Imagination• A sense of fun• Ability to work as part of a team• Willingness to act on initiative• A commitment to high standards, including punctuality and reliability.
<p>Special Factors: e.g. hold driving licence, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc</p> <ul style="list-style-type: none">• Flexibility to work additional hours as required• To be understanding and supportive of the Catholic Ethos of the school