



Mickleover Primary School

Job Description & Person Specification

Out of Hours Club Assistant - Relief

Purpose of the Post

We are looking for an After School Club Assistant to work under the guidance of the After School Club Manager to provide childcare for pupils attending the Club.

You will be working closely with the children providing encouragement and supervision for the duration of the club, ensuring their safety, welfare, and physical and mental wellbeing. Alongside the manager, you will assist in providing a wide range of play activities in a relaxed, informed and caring environment.

Main Duties and Responsibilities

- Maintain a safe, fun and enriching environment for children's play experiences
- Provide a creative programme of arts, crafts, games, sports, drama, music, relevant to the needs and interests of all children in an inclusive environment
- Establish and maintain positive relationships with children and their families in a way that values parental involvement
- Demonstrate excellent teamwork and collaboration skills
- Be responsible for Health and Safety issues at the afterschool club with regard to clearing, setting up and running activities – both indoor and outdoor, and general risk assessment
- To undertake Paediatric First Aid training, administer first aid where appropriate and record action in line with school policy and procedure.
- To prepare snacks for the children and undertake food hygiene training as necessary.
- Deputise for the Club Manager when they are on leave, sick, off site etc.
- Ensure that all policies, standards and guidelines are adhered to

General Responsibilities

- Promote and uphold the ethos and values of the school.
- Act in accordance with school policies and procedures, particularly those relating to safeguarding, behaviour management, confidentiality, health and safety, data protection and equality.
- Attend and contribute to staff meetings and training where appropriate.
- Work in line with current legislation and relevant regulations.
- Take responsibility for personal health and safety and that of others.

The job description may be amended at any time following discussion between the Headteacher, members of staff and Chair of Governors and will be reviewed annually.

Mickleover Primary School is committed to the safeguarding of its pupils and all appointments are made subject to full DBS clearance. I confirm that I have full DBS clearance and understand fully the requirements of this job description.

Signed:

Print:

Date:

Signed
(Headteacher)

Print:

Date:

Person Specification

	Essential	Desirable	How assessed
Education & Qualifications		NVQ2 or equivalent qualification or experience in relevant discipline (Playworker or Childcare) Appropriate knowledge of first aid	A/F I
Experience	Experience of working (paid or voluntary) with children aged three to eleven years	Experience of participating in the planning and delivering out of school activities. Experience of working in partnership with parents/carers	A/F I
Knowledge	Knowledge and understanding of safeguarding policies	Some knowledge of children's games and activities. Awareness of Health & Safety inc COSHH	A/F I
Skills & Abilities	Ability to supervise children to ensure their safety and wellbeing The ability to work effectively as part of a team Good communication skills Ability to work on own initiative	Have a caring, patient and approachable manner The ability to work effectively under pressure Enthusiastic and positive manner Ability to promote positive behaviour and social development	A/F I
Safeguarding	A commitment to safeguarding and promoting the welfare of children. Familiarise yourself with school policies and procedures in relation to safeguarding and/or child protection.		A/F I

Abbreviations: AF = Application Form; I = Interview.