



## After School Club Assistant

### Cuffley School

Pay Grade: HB2 - HB3

Purpose of the Role:

To assist in managing the after school club provision providing high standards of care and play opportunities for children between 3 and 11 years old in a safe and secure environment.

Responsibilities:

- Delivering and supporting After School club provision.
- To ensure the smooth running of the clubs.
- To play and organise games with the children in the club.
- To ensure that children's individual needs are recognised and engage them in establishing and maintaining boundaries for their behaviour.
- 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.
- To assist with the planning, preparation and delivery of activities, which meet children's individual developmental needs.
- To follow guidelines and procedures for safeguarding in accordance with school policies and procedures.

<b>Knowledge</b>	<b>Competencies</b>
Health and Safety Level 1 Safeguarding / Awareness of keeping children safe Level 2 hygiene certificate Understanding of the Schools Ethos, Vision and Values Manual Handling First Aid certificate	Communication Team working Active listening Sensitivity Initiative

*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 Hertfordshire County Council's 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.*

*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.*