



Job Description: After School Club Assistant

Title: After -School Club Assistant

Accountability: The post-holder will be line managed by the Headteacher and School Office Manager.

Location: Long Marston VA C of E School, Long Marston,

Salary: H1

Hours: 3.15pm – 5.30pm 2 days (days may be flexible)

Purpose of the job:

To assist in day to day organisation of the After School provision at Long Marston C of E School providing

- high standards of care and play opportunities for children between the ages of 3 - 11 years old
- in a safe and secure environment.

Main Duties and Responsibilities:

Delivering After School Provision

- To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.
- Be responsible to the Headteacher.
- To assist with the planning, preparing and delivery of activities, which meet children's individual developmental needs.
- To work face to face with the children registered with the club.
- To supervise tea time refreshments for the children.
- To follow guidelines and procedures for Safeguarding in accordance with Long Marston's policies & procedures.
- To carry out any other duties, which will be seen to enhance the work of the After School Club.
- Adhere to level 1 food hygiene training.

PERSON SPECIFICATION - AFTER SCHOOL CLUB ASSISTANT

You will need to be someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as an ability to work well as part of a team.

Qualification and other required skills	Essential	Desirable
Excellent communication skills	x	
Recent experience of working with children age 3-11	x	
Good organisational skills	x	
Good knowledge and understanding of equal opportunities and special educational needs		x
Paediatric First Aid qualification		x
Food Hygiene Qualification		X
An understanding of safeguarding children	x	

‘Together we grow and flourish with hope’