



**Lime Walk Primary School
After School Club Worker
HA1**

1. JOB OUTLINE

To provide a safe and stimulating environment for children in After School Club.

1 b) DUTIES

- Deliver daily activities to encourage the children's all round development and enjoyment.
- To maintain children's attendance information and registers.
- To assist in the setting up and putting away of equipment at the start of and end of each session
- To liaise with parents of children in the care of After School Club
- To assist with Ofsted representatives on the inspection of the After School Club
- To implement and evaluate policies and procedures to ensure the setting operates within current legislation and guidelines, and meets the standards required by Ofsted.
- To be responsible for the health and safety of children including child protection issues, the monitoring and checking of equipment and building, and recording of accidents

1 c) EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

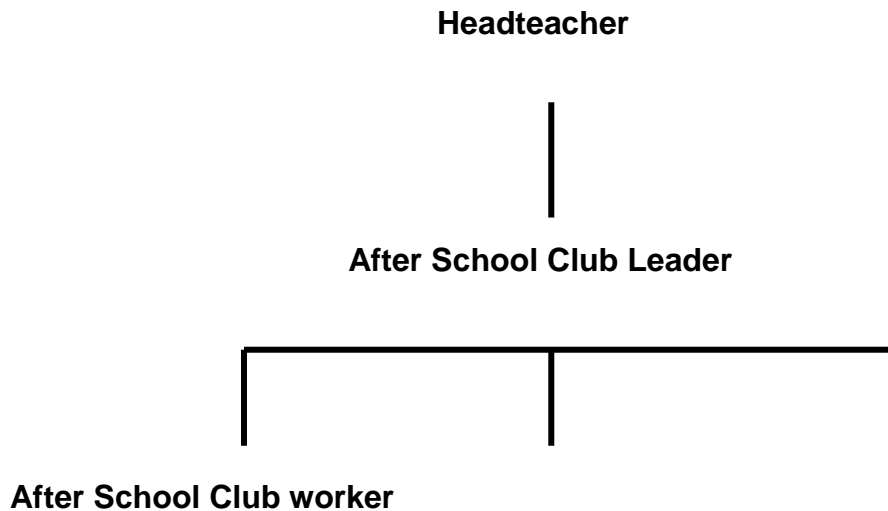
1 e) CRIMINAL RECORDS BUREAU

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 Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

1 f) ADDITIONAL 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.

2. ORGANISATION CHART



3. SUPERVISION

Report to the management structure to discuss issues on the running of the setting

4. JOB CONTEXT

The After School Club setting provides care and play for school age children after the school day. The staff plan and supervise the activities usually from 3:15pm until 6pm. The setting is registered by Ofsted Early Years Unit and subject to the Children's Act (1989).

Up to 24 children can attend the After School Club in anyone one session and parents pay fees for their children to attend.

5. CONTACTS

Headteacher
Governors
Parents/ Carers
School Employees
Children within OOSC
Ofsted Representatives

6. KNOWLEDGE, EXPERIENCE AND TRAINING

Previous experience of providing care and activities within a childcare, play or educational environment.

Experience of planning and organising a programme of activities

Knowledge of child development and the role of play

Knowledge of Child Protection Issues.

Knowledge of health and safety and welfare issues within a childcare environment.

Excellent interpersonal skills including the ability to develop effective relationship with children, staff and parents.

Food Handling and Hygiene Level 2 qualification

7. PHYSICAL EFFORT

Moving and carrying items of equipment and play resources throughout the session.

8. WORKING ENVIRONMENT

This work is both indoors and outdoors with no real hazardous conditions apart from dealing with First Aid and sanitary issues with the children.

The above responsibilities are neither exclusive nor exhaustive and the post holder may be required, within reason, to undertake other duties and responsibilities that the Head may determine within the purpose of the post.

Approval

Signed:.....

Date :