

Job Description

Level 3 - After School Club Assistant

Responsible to:

In your role as After School Club Assistant you will be responsible for providing a safe, stimulating and inclusive environment in which all our children can thrive. You will also be responsible for co-ordinating the extended care team.

The key duties of the After School Club Assistant include:

- Plan and provide the best possible care and education for the children at the Extended Care provision, taking into consideration best practice and current curriculum guidance.
- Being responsible for the care and supervision of children as they undertake a variety of activities, providing appropriate levels of support and interaction.
- Ensuring that the highest standards of health and safety apply to children, staff, parents and visitors maintaining a safe and secure environment.
- Following all routines, duties and timetables and any other reasonable duty as requested by senior staff.
- Being responsible for children's individual personal hygiene needs and to ensure that all policies and procedures are complied with in this regard.
- Establishing and developing a good relationship with parents and carers, through dialogue, co-operation and partnership.
- Completing any relevant documentation and paperwork as directed and required.
- Deputy Designated Safeguarding Lead (DDSL) for the extended care provision.
- Serving children food while maintaining food hygiene standards
- Liaising with the Deputy Headteacher regarding staff rotas
- Undertaking training as appropriate.

Key attributes of the After School Assistant include:

- Excellent knowledge of the EYFS curriculum and statutory framework

- Excellent creative ability and organisational skills
- Ability to work on own initiative
- Patience – the ability to remain calm and consistent
- Effective team player
- Excellent communicator at all levels with a good sense of humour

Queens' Federation is committed to safeguarding and promoting the welfare of children. The successful candidate will be expected to have an enhanced DBS check.