



JOB DESCRIPTION

AFTER SCHOOL CARE ASSISTANT

Hours: Term Time only + inset Days

Salary: Wandsworth PayScale's

Permanent

Responsible to: Office Manager and Headteacher

MAIN PURPOSE OF THE POST

To provide supervision of children in after school care by providing a safe, nurturing environment for the children.

To provide and organise appropriate activities during the care sessions. You will be responsible for leading and coordinating fun, engaging activities, whether it be exercise, games, arts and crafts, homework, structured play or quiet time. To co-operate with teachers, teaching assistants, pupils and parents to provide a high-quality care in a stimulating environment with a commitment to the school's policies and Jewish Ethos.

To establish and maintain good relationships with all pupils' parents, staff and all other stakeholders.

The role will involve:

1. Planning and organising activities for the children
2. Setting up and taking down the After School Care space, including mopping or sweeping floors and wiping down tables and equipment as required
3. Recording attendance and maintaining registers, and CPOMMS
4. Prepare and serve snack and tea for the children
5. First aid
6. Supervision duties, always promoting good behavior and following the school's behavior policy
7. A willingness to tidy away after children but to encourage them to help too
8. Good social skills to interact and liaise with colleagues, parents and their representatives

Qualifications:

- Formal childcare qualifications are not essential but desirable.
- Current First Aid certificate (training will be provided if necessary).
- Food Handling certificate (training will be provided if necessary).
- Willingness to attend in person/complete online staff training.

Person Specification:

- Capable, calm (tolerant/patient) and thorough
- Good organisational skills
- Sense of humour, sense of fun and perspective
- Commitment to supporting the aims and ethos of the school
- Be able to encourage and support the children with an interest in children's wellbeing
- Ability to work as part of a team
- Willingness to learn and show initiative
- Excellent punctuality, attendance and reliability
- Ability to maintain confidentiality
- Ana= awareness of the School's Policies including: Safeguarding and Child Protection Policy and H&S Policy and Behaviour Policy.
- To ensure confidentiality is maintained at all times.
- To be fully conversant with emergency procedures and protocol.
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the post holder.
- The post holder is required to attend relevant meetings and training sessions.



CHILD PROTECTION AND SAFEGUARDING

1. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organization.
2. To be fully aware of the principles of safeguarding as they apply to vulnerable children and adults in relation to the worker's role.
3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Supervision arrangements:

- Annual formal review of performance with Office Manager.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the Headteacher and undertake work of a similar level not specified in this job description.
- This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Post holder Date: _____

PERSON SPECIFICATION FOR ADMINISTRATIVE ASSISTANT
Essential = E Desirable = D

Experience	<ul style="list-style-type: none"> • administrative experience within a professional or schools' environment • ability to work independently • a proactive approach • First aid qualification or willingness to obtain. 	<p align="center">E D D D</p>
Knowledge/Skills	<ul style="list-style-type: none"> • You will possess good literacy, numeracy and ICT skills • Possess excellent communication skills • Demonstrate a good standard of spoken and written English • To possess excellent interpersonal skills in the management of pupils and parents and other stakeholders • Highly proficient in use of MS Office including outlook, Word, Excel as well as office equipment. • Knowledge of education-based policies, procedures, codes of practice, and awareness of relevant legislation. 	<p align="center">E E E E E D</p>
Personal Qualities & Attributes:	<ul style="list-style-type: none"> • Able to follow direction from line manager. • Proactive and 'can do' attitude • Able to work flexibly and respond to unplanned situations. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • A proven record of a high level of attendance at work • Honesty, trustworthiness and a high level of pride in work undertaken • Able to work effectively with little supervision • Effective time manager • Polite and courteous to members of the public 	<p align="center">E E E E E E E E E E E</p>

	<ul style="list-style-type: none"> • Calm and patient when under pressure • Co-operative with other employees, parents and visitors • Able to show initiative and work proactively to ensure the smooth running of the office • Commitment to equality principles and practice and to the school's equal opportunities policy 	<p>E E E E E E</p>
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