

Hovingham & St Hilda's CE Primary Schools Federation

JOB DESCRIPTION

POST:	Before and after school club Assistant
GRADE:	Grade C
RESPONSIBLE TO:	Club Supervisor
STAFF MANAGED:	None
POST REF:	JOB FAMILY: 7
JOB PURPOSE:	The core focus of this job is to assist with supporting the school with the provision of extended care. The post holder will do this by supervising children and organising activities.
JOB CONTEXT:	<p>The out of hours school club provides a safe environment for children prior to, and after school, and encourages health eating and creative play opportunities.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Maintain a register of children • Prepare & provide a healthy Breakfast/snacks/refreshments to the children following food hygiene practices, and clean up afterwards • Prepare and set up room as required • Administer basic first aid as required • Undertake the personal care of children as required, including toileting, dressing, sickness • Ensure the children and young persons are supervised at all times
Communications	<ul style="list-style-type: none"> • Close liaison with parents, colleagues, pupils • Encourage parental involvement and support • Communicate with school staff as appropriate
Resource management/ Buildings and Infrastructure	<ul style="list-style-type: none"> • Collect monies from parents as required • Assist in the purchase of resources, including food/drink • Ensure the building is safe and secure for the children and young persons at all times

	<ul style="list-style-type: none"> Ensures play equipment and materials are properly used, maintained and stored and report any damages to the Playleader/Supervisor
Systems and Information	<ul style="list-style-type: none"> Maintain accurate records as required, to include completion of accident book, register of child's attendance, up to date emergency contact details
Planning and Organising	<ul style="list-style-type: none"> Plan and provide a variety of safe, creative and appropriate play opportunities
Safeguarding	<ul style="list-style-type: none"> Responsible for promoting and safeguarding the welfare of the children and young people.
Data Protection	<ul style="list-style-type: none"> To comply with the County Council's and schools policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. To work with colleagues and others to maintain health, safety and welfare within the working environment. Ensure all accidents and emergencies are dealt with according to the policy Assist in ensuring the safety of all children in the event of a fire/drill or other emergency
Equalities	<ul style="list-style-type: none"> We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	June 2021

PERSON SPECIFICATION

JOB TITLE: Before and after school club Assistant

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • An understanding of and commitment to the provision of good quality childcare • An understanding of food hygiene rules • Health & safety knowledge, including lifting and handling and fire prevention • A sound understanding of safeguarding procedures • Knowledge of healthy eating 	
Experience <ul style="list-style-type: none"> • Some experience of working with children in a play work or educational setting 	
Occupational Skills <ul style="list-style-type: none"> • Ability to plan and deliver safe activities relevant to the age of the children • Ability to work on own initiative and use common sense • Ability to communicate effectively with parents and colleagues, verbally and in writing • Ability to maintain confidentiality • Ability to work effectively in a team • Committed to continuing professional development • Emotional resilience • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	<ul style="list-style-type: none"> • Behaviour management skills • Basic ICT skills
Qualifications <ul style="list-style-type: none"> • Literacy skills for accurate record keeping 	<ul style="list-style-type: none"> • Food Hygiene certificate • Child care qualification
Other Requirements <ul style="list-style-type: none"> • Enhanced DBS clearance • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	
Behaviours	Link

NB – Assessment criteria for recruitment will be notified separately.

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.