

Role Title	Typically reports to
The X Club –After School Club Assistant	X Club Manager or Deputy Manager
Salary details	Working Pattern
Band 1, points 6 to 10	After School Club Hours: 3pm to 6pm, Monday to Friday, Term time only plus training days.
Purpose of the role (job statement)	
<p>To assist with the planning, day-to-day organisation and operation of the club, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos, policies and procedures.</p> <p>This post holder is responsible for ensuring that all school Safeguarding Children policies are adhered to and concerns are raised in accordance with these policies.</p>	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> 1. To assist with the provision of care and creative play opportunities in consultation with children and other X Club Staff. 2. To assist the X Club Manager in ensuring that children's individual needs are recognised, and engaging them in establishing and maintaining boundaries for their behaviour. 3. To assist with the handover/collection of children to/from other areas of the school, where applicable, and ensure their safe handover to parents/carers at the end of the day. 4. To support the X Club Manager in ensuring that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively. 5. To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation. 6. To assist with day to day administration and record keeping. 7. To work as part of the whole school team, liaise with relevant staff, and contribute to the promotion of the X Club. 8. To administer first aid and medication as appropriate 9. To participate in relevant training, staff meetings and development activities. 10. To maintain constructive relationships and communicate with parents/carers. 11. To work within agreed policies and procedures, and undertake other duties, appropriate to the grade, as may reasonably be required by the X Club Manager or headteacher. 12. To respect confidentiality at all times. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Plan activities which may contribute to a child's individual learning portfolio. 	

Indicative knowledge, skills and experience
<ul style="list-style-type: none">• A level 2 qualification in childcare or playwork.• Experience of working with children.• A good standard of basic spoken and written English.
Safeguarding
<p>The safety of children and young people is paramount. Templemoor Infant and Nursery School is fully committed to the rigorous implementation of safeguarding procedures and arrangements. The position will be offered to a successful candidate on the basis of a cleared enhanced DBS check and suitable professional references.</p>

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Selection Criteria		
		Essential Criteria
A	Educational achievements, Qualifications, Training and Knowledge	<ul style="list-style-type: none"> • Knowledge of procedures for delivering before school activities for children equivalent to national qualifications level 2. • Current appropriate Paediatric First Aid qualification or evidence of commitment to achieve this within 3 months of recruitment. • Food Hygiene Qualification or evidence of commitment to achieve this within 3 months of recruitment.
B	Experience	<ul style="list-style-type: none"> • Experience of working with children in a paid or unpaid capacity. • Experience of working as part of a team.
C	Job related aptitude and skills for this post	<ul style="list-style-type: none"> • Ability to communicate effectively with children and adults. • Ability to use initiative, within framework of policies and procedures. • A commitment to high quality inclusive childcare and play. • Ability to attend work regularly and on time. • A good standard of basic spoken and written English.
D	Personal qualities	<ul style="list-style-type: none"> • A positive approach to learning and gaining new skills through teamwork and training opportunities • Ability to maintain confidentiality
E	Physical	<ul style="list-style-type: none"> • Ability to move equipment/small items of furniture when setting-up/clearing play area.
F	Equal opportunities	<ul style="list-style-type: none"> • Commitment to, and understanding of, the principles of equal opportunities for all, in employment and the delivery of services
G	Safeguarding	<ul style="list-style-type: none"> • To be committed to the school's policies on safeguarding children and equal opportunities. • The ability to work in a way that promotes the safety and wellbeing of all children. • Two fully supported references. • Satisfactory Enhanced DBS.