

## CUMBRIA COUNTY COUNCIL

### CHILDREN'S SERVICES

#### **JOB DESCRIPTION – After School Club Assistant.**

Responsible To: Head Teacher or other responsible person

Grade: 3 Salary PCD3 £23,151 Per Annum (Pro Rata) This includes the living wage supplement hourly rate £10.90.

TERM TIME ONLY.

Fixed Term 1 Year with possible extension due to grant funding.

11.25 hours per week.

Main Purpose: To assist in the day-to-day organisation and running of the after-school club.

#### **Responsibilities/Duties**

- To assist in the planning of activities
- To provide and supervise safe play activities suitable for the age of the children
- Assist in the day-to-day administration including registers
- Liaise with team leader and school staff as required
- Undertake relevant training.
- To set up and clear away equipment
- To prepare snacks and drinks for children attending after school club– Food Hygiene Training will be provided. .
- Carry out all responsibilities and activities within an equal opportunity framework
- To ensure that school security regulations are upheld
- To provide support to children including first aid duties (training will be provided)
- To ensure safeguarding of children is upheld (following appropriate training). Ensuring that any concerns are reported and recorded using the school's electronic system.
- To assist in ensuring children are picked up by an appropriate adult.
- To communicate effectively with parents and colleagues, verbally and in writing.
- To maintain confidentiality.
- To work effectively in a small team.
- Undertake the personal care of children as required.

Hours: Mon – Fri 3.00 – 5.15 pm

Closing date Tuesday 10th September Mid-day

Interviews: Wed 18<sup>th</sup> September

## AFTER SCHOOL CLUB PLAYWORKER – PERSON SPECIFICATION

	Essential	Desirable
Qualifications/ Competencies	<p>An understanding of and commitment to the provision of good quality childcare.</p> <p>Previous experience working full time or part-time of working with children either in a professional or volunteering capacity.</p>	<p>Additional specialist qualification or training in relevant area such as play, food hygiene, current first aid certificate and /or Safeguarding training.</p>
Experience	<p>Experience working with children of relevant age.</p>	
Knowledge	<p>Up to date knowledge and understanding of the practices and procedures relating to the welfare, development, safety and education of children.</p>	<p>Health &amp; Safety knowledge.</p> <p>Healthy eating knowledge</p>
Skills / Abilities	<p>To be able to prepare suitable healthy snacks for the children.</p> <p>To assist in the planning and delivery of stimulating play activities within a safe environment.</p> <p>Ability to self-evaluate.</p> <p>Ability to communicate effectively with parents and colleagues, verbally and in writing.</p>	<p>ICT skills.</p>
Personal Skills	<p>Ability to relate well to children and adults.</p> <p>Ability to work constructively as part of a team.</p> <p>To be able to use own initiative when delivering activities for children.</p>	