

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION QUESTIONNAIRE

| | |
|--------------------|-----------------------------|
| Job Title: | After School Club Assistant |
| Reports to: | After School Club Manager |
| Department: | Westdene Primary School |

Purpose of the Job

To assist with the provision of high quality care for children at Westdene Primary School who are accessing after school care.

To assist the After School Club Coordinator in ensuring that each child has an enjoyable and safe session and eats a healthy snack before going home.

Principal Accountabilities

1. To help to provide high quality care and activities for children in a secure, safe and stimulating environment. To encourage positive game playing and sharing with the aim of helping to solve conflict between children when required. Where necessary to report difficulties to the line manager
2. To help to prepare and serve a healthy snack for children attending the after school club following menus provided
3. To have knowledge of individual pupils' special needs and requirements (e.g. food allergies) to ensure that they receive appropriate support during the session
4. To help to set up and assist with delivering the session's activities and to use equipment associated with activities safely and responsibly
5. To supervise children using the toilet facilities and to support children with other personal care needs when required
6. To attend to sick or injured children, including clearing up in accordance with the school's first aid procedures
7. To liaise with parents/carers, when occasionally necessary, as they drop off their child

8. To tidy up after the club, packing away all equipment and cleaning up any spillages or rubbish to leave the room ready for general use
9. To be aware of child protection issues and to report to line manager as required
10. To work as a member of the team and foster good professional relationships within the team
11. To uphold the Council's policies for anti-discriminatory practice and equality of opportunity
12. To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Post Title: After School Club Assistant

Department: Children and Young People's Trust

Section: Westdene Primary School

Essential Criteria

**Job Related
Education,
Qualifications and
Knowledge**

- Good understanding of the needs of young children
- Basic knowledge of relevant procedures and associated legislation (e.g. health and safety, paediatric first aid, food hygiene)
- Awareness of child protection issues and procedures
- Awareness of equalities issues and implementation and development of equalities practices

Experience

- Experience of interaction with children desirable.
- Preparing basic food/snacks (eg at home)

Skills and Abilities

- Ability to communicate with and listen to a wide range of people
- Possess a warm and positive approach to children
- Ability to develop good working relationships with parents and other service providers
- Ability and flexibility to cope with changing needs and demands

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

**Other
Requirements**

- Willingness to participate in training.