

Job Description Before and After School Club Assistant

Post title:	Before and After School Club Assistant
School:	Turton and Edgworth CEM Primary School
Salary and grade:	Grade C Point 3-5: (£20,812 - £21,575 before pro rata)
Line manager:	Before and After School Club Supervisor

DUTIES	
1.	THE SUPERVISION OF CHILDREN IN YOUR CARE, ENSURING HEALTH AND SAFETY AS A PRIORITY.
2.	TO ASSIST IN THE CLUBS ACTIVITIES AND INTERACT WITH THE CHILDREN. TO BE AWARE OF ANY SPECIAL NEEDS AND PERSONAL INFORMATION AND TO NOT DISCLOSE INFORMATION OUTSIDE OF THE CLUB.
3.	TO ASSIST WITH MEAL PREPARATION AND ASSISTING CHILDREN WHILST THEY EAT MEALS PLUS GENERAL DUTIES TO INCLUDE WASHING AND DRYING DISHES, SETTING UP THE DINING HALL, SETTING OUT AND CLEARING AWAY PLAY EQUIPMENT, LIGHT CLEANING AND DAY TO DAY DUTIES AS DIRECTED BY YOUR SUPERVISOR.
4.	TO LIAISE WITH PARENTS AND SCHOOL IN THE NORMAL COURSE OF YOUR DUTIES INCLUDING GREETING PARENTS AND CHATTING ABOUT THE ACTIVITIES THEIR CHILD HAS BEEN DOING THAT SESSION AND RAISE ANY CONCERNS TO ENSURE THAT MATTERS ARE HANDLED PROMPTLY.
5.	TO BE AWARE AND UPHOLD THE CLUBS POLICY AND PROCEDURES AND TO TAKE AN ACTIVE ROLE IN ALL MATTERS RELATING TO HEALTH AND SAFETY AND CHILD PROTECTION. EVERYONE IS RESPONSIBLE AND HAS A DUTY OF CARE FOR THEMSELVES AND OTHERS.
6.	TO BE AWARE THAT CHILDREN LOOK TO US AS ROLE MODELS SO CLOTHING/LANGUAGE AND TOPICS OF CONVERSATION ARE VERY IMPORTANT.
7.	TO ATTEND STAFF TRAINING AND MEETINGS THAT ARE IMPORTANT TO THE POST HELD.
8.	TO COMPLETE AND RETURN DISCLOSURE FORMS FOR THE DBS AND KEEP THE MANAGER INFORMED OF ANY CHANGES THAT MAY BE RELEVANT I.E. CHANGE OF ADDRESS, CONVICTIONS ETC. TO COMPLETE ANNUAL STAFF DISQUALIFICATION DECLARATIONS IN LINE WITH SAFEGUARDING GUIDELINES.
9.	TO KEEP UP TO DATE WITH THE SCHOOLS' SAFEGUARDING TRAINING, PROCESSES AND PROCEDURES.