

## Chilton Primary School



**Job Description:** After school club assistant

**Responsible to:** Playleader

### **Main purpose of the job:**

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 ethos and procedures.

As with all roles in school, the post holder is responsible for ensuring that our safeguarding policies are adhered to and concerns are raised in accordance with these policies. Full training and support will be given.

### **Main duties:**

- To assist with the provision of care and creative play opportunities in consultation with children, and in accordance with play work principles and relevant childcare legislation.
- To assist the playleader in ensuring that the children's individual needs are recognised, and engaging them in establishing and maintaining boundaries for their behaviour.
- 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.
- To support the playleader 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. This also applies to any offsite activities.
- To prepare food and drink that promotes healthy eating and complies with current school food guidelines and food safety legislation (once food hygiene training has been completed.)
- To assist with day-to-day administration and record keeping such as taking registers.
- To work as part of the whole school team, liaise with relevant staff, and contribute to the promotion of the club.
- To administer first aid and medication as appropriate.
- To participate in play work and other relevant training and development activities, including local networking opportunities for out-of-school childcare providers.
- To maintain constructive relationships and communicate with parents/carers, other professionals and childcare/play related agencies including the County Council's childcare development staff.
- To work within agreed policies and procedures and undertake other duties, appropriate to the grade, as may reasonably be required by the playleader or Headteacher.