

## Jennett's Park CE Primary

### JOB DESCRIPTION

Job Title: After school Assistant	Section/Location: After school wraparound care
<b>Jennett's Park CE Primary</b>	Grade/Salary Range: J 3-6
	Working Pattern:  Part Time, Term Time Only  Monday - Friday, 2.45pm – 6.00pm, term-time only

#### JOB PURPOSE

As an After School Club Assistant, you will actively and enthusiastically assist the After School Club Manager in the safe and organised running of the After School Club.

Following direction from the After School Club Manager, you will assist in the delivery of the scheduled programme of activities, whilst providing a safe and secure environment for the children in your care. Enabling them to explore, grow and follow our Rainbow Promise!

#### DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Works under the direction of After school Manager

#### MAIN DUTIES AND RESPONSIBILITIES

- Actively and enthusiastically assist the After School Club Manager in the safe and organised running of the After School Club at Jennett's Park School.
- Support learning activities that help children flourish and achieve
- Assist in the preparation, serving and tidying away of 'snack time'.
- Actively develop a thorough understanding of relevant Ofsted standards & Jennett's Park internal policies & procedures, including safeguarding
- Ensure all activity areas are left clean and tidy at the end of each day.
- Have awareness of, and maintain sensitivity for, any children with additional needs (Physical, Behaviour, Dietary)

#### SCOPE OF JOB (Budgetary/Resource Control, Impact)

No supervisory responsibility.

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

**Jennett's Park  
PERSON SPECIFICATION**

Job Title: After school Assistant	Section/Location: After school wraparound care
Jennett's Park CE Primary	Grade/Salary Range: Bracknell scale J

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications And Training</b>	Numeracy and literacy skills to GCSE standard	Level 1 child care or equivalent
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Experience of managing groups of children from YR to Y6</p> <p>Experience of working with or caring for children of relevant age.</p> <p>Be inspirational, bringing fun and creativeness to the team</p> <p>Ability to cope with personal hygiene needs and respond sensitively to pupils needs.</p> <p>Ability to work constructively as part of a team.</p> <p>Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from pupils.</p>	<p>Ability to use basic technology and IT</p> <p>Knowledge of Paediatric basic first aid</p> <p>Food hygiene certification .</p>
<b>Work-related Personal Requirements</b>	<p>Have a fun and energetic nature</p> <p>Adaptable and flexible</p> <p>'Can do' approach</p> <p>Sense of humour</p> <p>A love of children and a passion for their learning</p> <p>Be able to relate and engage with children aged between 4 - 13 years</p> <p>Committed to equality of opportunity</p>	
<b>Other Work Requirements</b>	<p>Suitability to work with children.</p> <p>Sympathetic to our Church School ethos and values</p> <p>Able to identify own training needs and actively seek learning opportunities and participate in training and development activities.</p>	Participate in training and development activities