St Mark's CofE Primary School

Job Description - After School Club Assistant

Responsible to: School Business Manager

Key Function: To assist in the day-to-day running of the provision helping to provide a safe, stimulating and inclusive environment where children can enjoy a range of activities after the school day.

Responsibilities:

- To give your very best at all times to ensure all children in your care are provided with the highest standard of care and supervision.
- To ensure the school's ethos is modelled by yourself.
- To supervise children in a variety of activities, including play, arts and crafts, games and outdoor activities.
- To prepare and serve healthy snacks and refreshments in line with school guidelines.
- To ensure the safety, welfare and wellbeing of all children in your care at all times.
- To maintain a positive, inclusive and nurturing environment that reflects the school's ethos.
- To follow all school policies and procedures, including those relating to safeguarding and health and safety.
- To respond to pupils' needs by applying positive behaviour management skills, focussed on building strong relationships.
- To build positive relationships with children, parents, carers and colleagues.
- To assist with setting up and tidying away equipment and resources at the start and end of each session.
- To understand the importance of confidentiality in a school setting and maintain high levels of confidentiality at all times.
- To assist with and carry out first aid duties as required.
- To liaise with school staff to ensure continuity of care and communication regarding individual children's needs.
- To be aware of school policies and procedures and support the school ethos.
- To carry out any other duties appropriate to the level of responsibility of the post.
- To undertake any appropriate training and implement this within the working environment.