



## **Job Description: After School Club Assistant**

**School:** Townfield Primary School

**Trust:** Rainbow Education Multi-Academy Trust

**Salary:** SCP 2

**Hours:** Term Time Only | Monday – Friday | 3:00pm – 6:00pm

**Contract:** Permanent

### **Job Purpose**

To work as part of a dedicated team to provide a safe, stimulating, and caring environment for children at the end of the formal school day. You will play a key role in delivering high-quality play opportunities and ensuring the well-being of all pupils in our care.

### **Key Responsibilities**

- **Activity Planning & Delivery:** Assist in the planning and implementation of a wide range of creative and engaging activities (e.g., arts and crafts, sports, quiet reading, and imaginative play).
- **Supervision & Safety:** Ensure the safety and welfare of children at all times, maintaining high standards of behavior and following school safeguarding protocols.
- **Relationship Building:** Act as a warm and approachable point of contact for parents and carers during collection, providing brief updates on their child's afternoon.
- **Environment Care:** Help set up the club environment before children arrive and ensure the area is clean, tidy, and organized at the end of each session.
- **Health & Nutrition:** Assist with the preparation and serving of healthy snacks, ensuring food hygiene standards are met and dietary requirements are respected.

- **Teamwork:** Work collaboratively with other club assistants and school staff to ensure the smooth day-to-day running of the provision.
- **Professional Development:** Participate in relevant training, including safeguarding and first aid, to keep skills up to date.

Certainly! Here is the person specification presented in a clear, text-based format.

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### **Person Specification: After School Club Assistant**

#### **Qualifications and Training**

##### **Essential:**

- A good standard of literacy and numeracy (GCSE or equivalent).
- A commitment to undertaking further professional development and mandatory training (e.g., Safeguarding, Prevent, and First Aid).

##### **Desirable:**

- Relevant Level 2 or 3 qualification in Childcare, Playwork, or Early Years.
- Current Pediatric First Aid certificate.
- Basic Food Hygiene certification.

#### **Experience**

##### **Essential:**

- Previous experience working with or caring for children (this can be in a professional, voluntary, or community-based setting).
- Experience working effectively as part of a team to achieve a common goal.

##### **Desirable:**

- Experience working within a primary school environment or a "wraparound" care setting (Breakfast/After School Clubs).
- Experience in planning and leading group activities for children of varying ages.

#### **Skills and Abilities**

### **Essential:**

- **Creativity:** The ability to design and lead engaging activities such as arts and crafts, sports, or imaginative play.
- **Communication:** Excellent verbal communication skills to interact positively with children, colleagues, and parents/carers.
- **Initiative:** The ability to work independently and manage time effectively during a busy session.
- **Behavior Management:** A calm and positive approach to managing children's behavior in line with school policies.

### **Personal Attributes**

#### **Essential:**

- **Warmth and Enthusiasm:** A genuine passion for working with children and making their after-school experience enjoyable.
- **Team Player:** A reliable and supportive colleague who contributes to a positive working environment.
- **Approachability:** An open and friendly manner that builds trust with families and the school community.
- **Adaptability:** A flexible approach to tasks, whether it's setting up equipment, serving snacks, or leading a game.

### **Safeguarding and Values**

#### **Essential:**

- A deep commitment to the safeguarding and welfare of all children.
- A commitment to promoting equality, diversity, and inclusion within the club.
- Ability to maintain confidentiality and act with professionalism at all times.
- Alignment with the values and ethos of Townfield Primary School and Rainbow Education Multi-Academy Trust.