

Job Description

Job Title:	After-School Club Assistant (St David's School, Purley)
Reports To:	Assistant Manager Commercial - Clubs
Working Time:	20 hours per week term time only with additional hours available in the holidays with Royal Russell Holiday Clubs

Purpose of Job:

To provide a safe, engaging and enriching environment for pupils at St David's after-school club. This role will be responsible for leading a variety of after-school activities and supervising mealtimes.

Main duties and responsibilities:

- To lead and facilitate a range of activities for pupils that attend after-school club.
- To ensure the safety and well-being of all pupils at all times.
- To monitor pupil behaviour and address/report any issues or conflicts.
- To ensure all necessary materials and equipment are ready for use during after-school club sessions.
- To follow the after-school club timetable but also be reactive in-case certain activities can not be fulfilled.
- To promote a positive and inclusive environment for staff, pupils and the school community.
- To ensure facilities used are clean, safe, and appropriate for learning and play.
- To communicate with parents on a regular basis and provide a welcoming approach.
- To provide encouragement and support to pupils, fostering their confidence and enthusiasm.
- To maintain accurate records of attendance, incidents, and other relevant information.
- To prepare and set-up facilities as required by the school.
- To take part in on-going training courses and activities, which assist in the development and enhancement of staff.

General Responsibilities:

- Ensure the safety and well-being of children and young people at the school by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times
- Display correct staff identification at all times whilst on site.
- Attend training and staff INSET sessions organised by the school to provide a consistent approach across the entire school staff population.
- Take part in on-going training courses and activities, which assist in the development and enhancement of staff.
- Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Deal with any issues efficiently and in a professional manner, referring to the Deputy Commercial Manager and Commercial Manager where appropriate.
- Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Management Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

June 2024

Person Specification: After-School Club Assistant

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by/evidence
Education and Qualifications	<ul style="list-style-type: none"> At NVQ Level 3 or 2 or Unqualified GCSE in Maths and English at Level 4 or above, or equivalent A commitment to continuing professional development through monthly updates. 	<ul style="list-style-type: none"> FAAW - First Aid at Work Paediatric First Aid 	A
Knowledge and skills	<ul style="list-style-type: none"> Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines. Computer literate, with good familiarity with Microsoft office Ability to work collaboratively in a team. Good knowledge of children's activities and sports games. Excellent organisational skills Commercial awareness 		A / I / G
Experience	<ul style="list-style-type: none"> Experience working in an educational setting or with children. Experience of managing or supervising staff Ability to build positive relationships with all pupils 		A / I / G
Personal competencies and qualities	<ul style="list-style-type: none"> Has a passion for service and creation of experiences that elevate the school and commercial activities. Enthusiastic and positive about learning and teaching. Ability to communicate succinctly and effectively both orally and in writing, using appropriate language. Friendly and approachable with a can-do mind-set Tact, sensitivity, and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations. Ability to build good relationships with parents and colleagues, including working well within a team and an ability to take direction. Self-motivated and versatile, showing an ability to work on own 		A / I / G

	initiative, plan, prioritise, coordinate and lead, taking ownership of a task and seeing it through to completion. <ul style="list-style-type: none"> • Ability to be flexible with working hours. 		
Other requirements	<ul style="list-style-type: none"> • Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults 		A / I / G

I acknowledge receipt of this job description dated June 2024 and agree to undertake the duties and responsibilities contained within it. I understand and accept that the contents of this job description may be varied at a later date to include other responsibilities of an equivalent level in line with my qualifications, skills and experience.

Signed:

Dated: