

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate: Education
Post Reference No:K360	Location: Wilson Primary School
Job Title: After School Club Assistant/ Play Worker	Grade/Salary Range: RG2 SCP11-13 below gateway

JOB PURPOSE

To assist the After School Club Supervisor with the daily operation of Wilson After School Club, providing safe, high quality out of school play and care for children aged 4 - 11 years.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Responsible to After School Club Supervisor (Line Manager) and Headteacher

MAIN DUTIES AND RESPONSIBILITIES

- To be aware of information required to meet the individual needs of the children and inform the After School Club Supervisor of any changes for records and as an aid for planning purposes.
- To assist with record keeping, monitoring and routine administration tasks as directed by the After School Club Supervisor;
- To take part in the collection and escorting of children from classrooms to the club as required;
- Prepare the After School Club space for sessions and activities and clear away afterwards, as directed by the After School Club Supervisor;
- As a team member, working under the direction of the After School Club Supervisor:
 - Deliver high quality activities, ensuring a stimulating and supportive environment;
 - Ensure adequate supervision of indoor and outdoor activities;
 - To assist in the preparation of healthy light meals for the children, ensuring high hygiene standards at all times, complying with Food Safety Regulations
 - Adhere to fire safety procedures
 - Monitor the condition of play equipment and report any damage to the After School Club Supervisor; adhere to all safety procedures and adhere to the school's Health and Safety Policy
 - Providing first aid when necessary, if suitably trained
 - Use the premises with consideration for other users;
 - Uphold the After School Club's policies and procedures, including behaviour management, confidentiality, child protection, Health and Safety and equal opportunities.
 - To ensure the After School Club Supervisor is aware of any incidents or accidents relating to children attending the After School Club. To record

and inform parents / carers of any incidents or accidents relating to their children, obtaining the parent's / carer's signature to confirm that they have seen the report;

- Assist in liaison with school staff;
- Attend planning meetings and team meetings;

- To undertake relevant training as deemed necessary for the role
- To undertake other duties as may become necessary as directed by the After School Club Supervisor and Headteacher

SCOPE OF JOB (Budgetary/Resource control, Impact)

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS clearance is required for this post? Enhanced

Health and Safety Level 1/2

Signed: Lynne Hall, School Business Manager, Wilson Primary School

Date: February 2013

Wilson Primary School
After School Club Assistant/Play Worker

Qualifications/Education/Training:

- Paediatric First Aid or First Aid at Work Training
- Universal Safeguarding Level 1
- NVQ2 in play work desirable

Experience:

- Working with or caring for children of primary school age
- Experience of working in a similar setting

Skills and Abilities:

- Good numeracy and literacy skills
- Ability to use basic technology, ie ICT, photocopier etc
- Ability to work on own initiative and as part of a team, understanding your role within the After School Club
- Ability to understand and carry out assigned tasks
- Good communication and organisational skills
- Ability to establish and maintain good relationships with all members of the school community

Specific Working Requirements:

- Professional manner and attitude
- Ability to relate well to children
- Trustworthy, reliable and punctual with a flexible approach to work

Signed: Lynne Hall, School Business Manager, Wilson Primary School

Date: February 2013