After School Club Assistant

Job Description

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| **POST TITLE**: After School Club Assistant  **REPORTS TO**: After School Club Manager, Head Teacher  **MAIN PURPOSE OF THE POST:**  To assist with the day to day responsibility of the children in our care. To assist with the day to day organisation of the club.  **SUMMARY OF RESPONSIBILITIES AND DUTIES**  **KEY AREAS:**  To provide care for children aged 4 to 11 years.  To support parents and carers with a smooth transition from school to the setting and later to home.  To take part in the daily registration of children and contribute to the safety and accountability of the children at all times.  To help prepare snacks for the children.  To contribute ideas and help with the planning of creative play opportunities suitable for children of differing ages, gender, abilities, and culture.  To ensure that equipment is clean safe and in good working order at all times.  Build a good rapport with team members, children and parents and carers.  Carry out responsibilities in an equal opportunities framework.  To work within agreed school policies.  To work in accordance with requirements of the Children’s Act 2004 and all other relevant legislation.  To undertake training as appropriate to post. |