



<b>JOB OUTLINE:</b>	
Job title	After School Club Assistant/Play Worker
Grade	2 (SCP – 11-13)
Location	St Michaels C.E Primary School
Responsible to	Headteacher / ASC Leader
<b>Main Purpose of the job:</b>	
Support the provision of children’s social, educational and recreational needs in a safe and stable environment. To assist in day to day organisation and operation of the After School Club	
<b>Summary of Responsibilities and duties</b>	
<ol style="list-style-type: none"> <li>1. To work as a team to ensure children have a happy experience</li> <li>2. To ensure a safe environment</li> <li>3. To establish good relationships with children, acting as a role model</li> <li>4. Set up the play spaces for the session – re-arrange tables and prepare equipment</li> <li>5. Plan activities half termly</li> <li>6. Prepare resources and activities</li> <li>7. Teach children techniques to complete activities</li> <li>8. Support children and respond appropriately to individual needs</li> <li>9. Clean and clear play areas and materials after the session</li> <li>10. Administer First Aid when required. Completing record forms</li> <li>11. Work within the ethos of the school and follow school’s behaviour policy</li> <li>12. Promote inclusion and acceptance of all pupils</li> <li>13. Report all safeguarding issues to the School’s DSL</li> </ol>	
<b>Support for the School</b>	
<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person</li> <li>• Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate and in line with Data Protection legislation</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Contributing to the maintenance of a caring and stimulating environment for pupils</li> </ul>	
This job description may need to be amended by the school to meet the changing needs of the school.	
<b>Equalities</b>	
To carry out the duties of the post with due regard to the School’s Equal opportunity policy and values.	
<b>Safeguarding Statement</b>	
St Michael’s CE Primary School is fully committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) as well as provide qualifications and reference check.	

Original evidence of right to work within the United Kingdom will be required prior to commencement of employment i.e. National Insurance Number, Work Permits or Indefinite Leave to Remain. If the applicant has lived/worked overseas for 12 months or more they will also be required to obtain a Certificate of Good Conduct from the country(ies) they lived/work in at their own expense and provide these for our records.

### Person Specification

Job title	After School Provision Assistant / Play Worker
Grade	2 (SCP – 11-13)
Location	St Michael's C.E Primary School
Responsible to	Headteacher / ASC leader
<p>The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.</p>	
<b>Essential Requirements</b>	
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of relevant policies and legislation</li> <li>• General understanding of child development and learning</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Good numeracy/literacy skills</li> <li>• Specific skills related to after school provision ie. arts, crafts, sports, cooking</li> <li>• Use of equipment – video, computer, photocopier</li> <li>• Ability to self-evaluate and adapt practice to meet learning needs</li> <li>• Ability to work as a team and be flexible</li> <li>• Ability to relate well to children and adults</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Working or caring for children of a relevant age.</li> </ul>	
<b>Desirable requirements</b>	
<ul style="list-style-type: none"> <li>• First aid qualification</li> <li>• Food hygiene certificate – level 2</li> </ul>	