



Job Description – ‘Woodpeckers’ After School Club Assistant

Responsible to: Woodpeckers Manager and Headteacher

Salary: Grade 3.3 – 3.4 £10.79 to £10.98

Hours: 2.45pm to 5.30pm weekdays, 11 hours per week, term time only (with the possibility of holiday clubs if wanted)

Main Purpose of the Job:

- To support the Woodpeckers Manager to ensure the delivery of high quality childcare, activities and safety of our children within the setting of the school's 'Woodpeckers Club'.

Main Duties Specific for this Post:

To support with:

- A stimulating environment and activities for our children attending Woodpeckers Club which takes account of their individual needs and interests.
- Ensuring that activities undertaken are delivered with due regard for the health and safety of children and in accordance with policies and risk assessments.
- Ensuring appropriate safeguarding and behaviour and follow school's procedures and policies.
- Following health and hygiene standards when preparing and serving food.
- Ensuring that the school's equal opportunities and equal access policies are an integral part of all activities undertaken.
- Maintaining good working relationships with colleagues including those within the team, the school staff, parents, children and external agencies as necessary.

Administration/Other – to support with:

- Helping to maintain appropriate records as directed by the school including: - attendance records, safeguarding records, accurate records of accidents and/or incidents, accurate records of complaints, accurate records of activities undertaken by the club, any other records of administration which may be required.
- Preparing and serving snacks/refreshments for the children, observing hygiene rules as well as individual needs.
- Where appropriate, to maintain specific records on individual children e.g. dietary/medical information.
- Ensuring the proper use and security of premises and equipment.
- Working as a member of a team that promotes an environment that safeguards and protects children.
- To undertake any other duties commensurate with the nature and grade of the post which may, from time to time, be required to ensure the effective delivery of services.

Personal Responsibilities

- To ensure that the care of the children is paramount and is maintained to the agreed standards according to the school's values and ethos.
- To ensure that a high level of confidentiality is maintained in all aspects of work.

General:

- To carry out such other associated duties as are reasonably assigned by the Headteacher.