



Out of School Club Assistant
Job Description

Job Title:	Out of School Club Assistant
Reports to:	Out of School Club Manager, School Business Manager, Headteacher
Grade:	Grade B SCP 2
Purpose of the job: <ul style="list-style-type: none">• To supervise the children in the Out of School Club. Support the Manager in providing a warm, welcoming and inclusive environment.	
<hr/> Key Features: <ul style="list-style-type: none">• Supervise and support children with activities, advice and guidance where required• Participate in meetings, team development activities• Work under instruction/guidance enabling access to play• The role requires a normal level of courtesy and effectiveness in dealing with other people and to be able to ask questions, seek clarification and exchange information using tact and diplomacy• Keeping the work environment healthy, safe and secure	
Responsibilities: <ul style="list-style-type: none">• Prepare the Out of School Club before each session, setting out material and equipment for activities• To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play• To act in a responsible manner towards the children at all times• Providing refreshments and ensuring that hygiene, health and safety standards are met• To administer, or supervise any first aid as required and appropriate, this includes recording of any accidents/incidents in the accident book.• To supervise the movement of pupils to and from the club and ensure appropriate behaviour at all times, including collecting them from school and delivering them safely to parents or carers• To maintain an acceptable standard of conduct and discipline among pupils ensuring that all appropriate school regulations are complied with and reporting serious breaches of discipline or persistent unruly behaviour to the Club Manager• To ensure that the areas used by the club are left tidy and clean• To undertake any other reasonable duties as directed by the Club Manager or School Business Manager	

Equal Opportunities statement

The school actively and positively supports and encourages policies, which stress the importance of equality of opportunity irrespective of gender, sexuality, ethnic origin, religious background or special educational needs.

We aim, through our work, to challenge prejudice and stereotyping to promote mutual respect and tolerance. All pupils should have opportunities to succeed in a caring environment in which they feel valued.

Safeguarding statement

We recognise that all adults have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern. We recognise that safeguarding is everybody's responsibility and that we all need to have "respectful uncertainty," (Lord Laming, 2003), and it is this awareness and understanding that will support us to identify, protect and safeguard children effectively.

Name _____

Job Holder Signature _____ Date _____