



**The Castle Partnership Trust**  
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## **Wellesley Park Primary School**

### **Out of School Club Assistant**



## **Job Description and Person Specification**

## WELLESLEY PARK PRIMARY SCHOOL

<b>Job Title:</b>	Out of School Club Assistant
<b>Responsible to:</b>	Head Teacher, Club Supervisor
<b>Disclosure Level:</b>	Enhanced
<b>Liaising with:</b>	School leadership team, teaching/support staff,
<b>Grade:</b>	School Support Staff Pay Scale Grade 16 - £9.60 per hour
<b>Working Time:</b>	8 Hours per week – 38 weeks per year + 3 inset days
<b>Start Date</b>	September 2022

### **Main purpose of the job:**

To provide high standards of care, play and learning opportunities for children between the ages of 4- 11 years old in a safe and secure environment.

### **Main Duties and Responsibilities:**

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.

### **KEY AREAS:**

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.
- To work within agreed policies.
- To undertake training as appropriate to post.
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents/carers.
- Setting up the play space including moving furniture and play equipment.
- Ensure confidentiality is adhered to at all times.

### **General Information**

- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures.

- To attend relevant training and meetings as required.
- Job holders will be expected to be flexible in their duties and carry out other duties commensurate with the grade and falling within the general scope of the job, as requested by the Head teacher and Senior Leadership Team.

### **Skills/Knowledge**

- Empathy with children.
- Able to communicate with children and adults.
- Knowledge of school standards and procedures.
- Knowledge of health and safety regulations within a school environment.
- Awareness of how to obtain information of children's allergies or asthma etc.
- Approachability
- Flexibility

### **Other Duties:**

Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that the postholder would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description, as directed by the Headteacher. The Trust reserves the right, in consultation with you, to amend and update your job description to reflect major changes to the role.

- First Aid: Provide basic first aid when necessary
- Record in accident book any treatment given
- Providing children with appropriate accident records for parents

### **Issues of Confidentiality**

- Through your general and specific duties, you may well have access to confidential information which should not be shared outside of school.
- As a general rule, any parent who asks you questions about their child's behaviour or academic progress should be referred to the class teacher concerned.

### **Safeguarding:**

To be aware of, and follow, the school's child protection policy ensuring children are safeguarded. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

### **Safer Recruitment**

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder will be required to undertake a DBS Enhanced Disclosure. Further information about Disclosure & Barring is available from [www.homeoffice.gov.uk/db](http://www.homeoffice.gov.uk/db)**

## Person specification

CRITERIA	ESSENTIAL QUALITIES	DESRIBLE
<b>Qualifications and training</b>	Good numeracy/literacy skills	<ul style="list-style-type: none"> <li>• Appropriate Level 3 qualification</li> <li>• Current First Aid / Paediatric certificate</li> <li>• Appropriate child protection training</li> <li>• Food Hygiene Certificate</li> </ul>
<b>Experience</b>	<p>Experience working with children of relevant age</p> <p>Experience of administration</p> <p>Experience promoting positive behaviour</p>	<ul style="list-style-type: none"> <li>• At least 2 years' experience of working in a childcare setting</li> </ul>
<b>Skills and knowledge</b>	<p>Knowledge of current issues and good practice in education or childcare</p> <p>Effective communication and interpersonal skills</p> <p>Ability to work independently, being self-reliant and using own initiative.</p> <p>An understanding of relevant policies/codes of practice and awareness of relevant legislation</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team,</p> <p>Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities</p>	<ul style="list-style-type: none"> <li>• A basic understanding of principles of child development and learning processes</li> <li>• Ability to use IT based resources to support play and club administration</li> </ul>

Personal qualities	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>Well-organised, enthusiastic, energetic and reliable</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Sense of humor is essential</p>	
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**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_