



## **JOB DESCRIPTION**

**Post Title: Afterschool Club Assistant**

**Hours of work: 1.45 pm – 6.00 pm, Monday – Friday, term time only**

**Salary: NJC Points 6-13 £15,014-£16,491 Pro Rata. This is equivalent to £7,321 - £8,041 per annum (£8.00 - £8.79 per hour)**

**Reports to: Afterschool Club Co-ordinator and through him/her to the Head of Preparatory Department and the Principal.**

**Purpose of Job (for the purposes of the job specification, ‘the school’ refers to the preparatory department, Penrhyn)**

The Afterschool Club Assistant will be expected to provide assistance in the high quality childcare experience for the Penrhyn pupils in the period outside of educational time (2.00 – 5.45 pm)

The Afterschool Club Assistant will assist with all operations including the planning and delivery of timetabled activities, termly timetabling of extra-curricular clubs and health and safety of the Wraparound care to the highest standards, ensuring that the best possible environment and care are provided for the pupils.

### **Main Responsibilities**

The Afterschool Club Assistant is responsible for:

- Providing assistance for the Penrhyn Afterschool Programme of Wraparound Care
- Helping the Co-ordinator in delivering a stimulating and diverse daily programme, providing positive experiences and interactions for all pupils attending
- Assisting in the changeover/handover times between school finishing and Afterschool Club starting.
- Helping in the ordering and maintaining of equipment and resources in conjunction with the Co-ordinator
- Maintaining accurate records of pupil and staff attendances at Afterschool Club
- Assisting the Co-ordinator and other school staff to ensure smooth delivery of the Afterschool Club programme
- Supervising food distribution during the course of the Afterschool Club
- Providing accurate and complete records of attendances, monies spent and any incidents occurring during the programme, as required

- Administering First Aid as necessary and within the remit of the School Policy on First Aid
- Tidying up rooms used once all children have been picked up
- Attending relevant in-service training as required

## **Contacts and Relationships**

Working relationships will include the following:

### **Internal**

- Afterschool Club Co-ordinator, Head of Department, Vice Principal (Pastoral), Finance Manager and Principal
- All other staff employed for the Wraparound care provision
- All teaching and non-teaching staff of Penrhyn
- Children

### **External**

- Department of Health – Appointed social worker
- Parents and families
- Appropriate external agencies
- The Afterschool Club Coordinator will be expected to build good working relationships at every level. Working in partnership with parents and families is highly valued and the Afterschool Club Coordinator must be approachable, friendly and able to communicate effectively at all times.

## **Work Environment**

The Afterschool Club Assistant is mainly Afterschool based, but will be expected to attend meetings & training in other places.

Duties may change or be assigned by the Afterschool Club Co-ordinator or Head of Department, within the level of the post.