

# Job Description

**Name:**

**Job Title:** After School Club Assistant / Playworker - Temporary (Maternity cover)

**Grade:** B

**Hours of work:** 15 hours per week - 3pm - 6.00pm daily in term time

**School:** Wootton Primary  
Farmclose Road  
Wootton, Northampton

**Responsible to:** After School Club Supervisor

**Main Purpose of job:**

To provide care, support and supervision for children after school

**Duties and Responsibilities:**

**Support for pupils:**

1. Help set out materials and/or equipment at the beginning of the session, clear away and clean the facilities at the end of the at the of the session including light cleaning
2. Support the supervisor in providing safe, creative and appropriate play opportunities for children
3. Prepare, serve and clear away snacks for children paying attention to hygiene and health and safety requirements
4. Support children with advice and guidance if required, including first aid
5. Ensure that policies, fire drills etc are followed by you, supporting ASC Supervisor if updating is required - paying particular attention to collection of children from school and handover to parents
6. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
7. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
8. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

**Support for Parents:**

Provide feedback on children to parents if required

**Support for the School:** working as part of the whole staff in achieving the school's aims and targets; familiarising yourself with school policies such as the Behaviour Policy and Supervision, translating them into practice by supporting behaviour and discipline; helping to further the ethos of the school; promoting the school positively

**Support with the curriculum:** follow the EYFS curriculum for the under 5s in the club under guidance of the Supervisor

**Requirements of Post and Arrangements for appraisal of performance**

NVQ Level 2 Child Care Training or equivalent is desirable

Suitable person to work with children

It is desirable to have an up to date first aid qualification and a level 2 Food hygiene qualification.

2. Formal -Annual meeting with either the Headteacher, School Business Manager or After School Club Supervisor in June

Informal - regular meetings with Line Manager

Signed: After School Club Supervisor

Headteacher