



Role Profile: After School Care Assistant (Zero Hours Contract)

Purpose

To work as part of a team in providing a safe, secure, friendly, stimulation and high quality After School Care environment for children from 2 ½ years through to aged 11 in line with statutory requirements.

<i>Location:</i>	Breaside Preparatory School
<i>Reporting to:</i>	After School Care Leader
<i>Department:</i>	After School Care
<i>Working hours:</i>	Part-time, 15:00pm – 18:00pm (Term time 35 weeks plus inset days)
<i>Checks:</i>	Enhanced DBS and 3 satisfactory references

Key Accountabilities

Main Duties:

- To be responsible for the day-to-day running of After School Care and presenting a professional image for the club.
- To keep accurate registers of pupil attendance at the club, signing pupils in and out as appropriate, ensuring that they are only released to a known adult.
- To organise games and activities as appropriate including the use of outside space when possible.
- To be able to promote good practice and be willing to share this with others.
- To ensure the health, safety and well being of the children and adults, ensure the equipment is in good working order and report any hazards noticed.
- To work within a team and be flexible.
- Deal with minor incidents and refer to senior staff if necessary.
- Administer First Aid as needed, following Health & Safety Guidelines and procedures for First Aid.
- Provide refreshments for children as required and ensure a high standard of hygiene is kept.
- Communicate effectively with parents to ensure that any issues are dealt with.

Other Duties:

- To be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting any concerns to an appropriate person.
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals.
- To contribute to the overall ethos, work and aims of the school.
- To attend and participate in meetings as required.
- To participate in training and other learning activities.
- Fully and positively participate in the school appraisal system in order to develop and enhance personal and school performance.
- To undertake all other duties commensurate with the level of the post as required, to ensure the efficient and effective running of the school.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Grade A-C in G.C.S.E English and Maths 	<ul style="list-style-type: none"> • Teaching assistant or equivalent (NVQ Level 2) • Paediatric First Aid. • Food & Safety Hygiene.
Skills	<ul style="list-style-type: none"> • Excellent written and oral communication skills. • Good interpersonal skills. • Ability to keep calm under pressure. 	
Experience	<ul style="list-style-type: none"> • Use of basic first aid equipment as required. • Be familiar with the safe use of outdoor equipment. • Use age appropriate games and activities. • Experience of working with children and able to meet their needs. • Able to deal with children and adults with tact and sensitivity. • Able to communicate effectively at all levels. • Able to build and develop positive relationships with teaching staff. 	
Knowledge	<ul style="list-style-type: none"> • Understanding of Safeguarding 	<ul style="list-style-type: none"> • Understanding of regulatory compliance requirements. • Basic understanding of Preventing Extremism.
Personal Qualities	<ul style="list-style-type: none"> • Neat, tidy professional appearance. • Pleasant and friendly manner • Confident approach to varied situations. 	

Key Stakeholders:

Internal - Teachers, Heads, internal colleagues, parents, students, school staff

This role profile is not exhaustive and may be changed at any time to meet the changing requirements of Cognita. This role profile does not direct any particular priorities or amount of time to be spent carrying out these duties.

Benefits

- Competitive Salary
- Contributory Pension Scheme
- School fee discount
- Free tea and coffee
- School holidays and public holidays

Signed: **Name (print):**

Date: