



JOB DESCRIPTION

Title:	Out of School Assistant
Grade:	C
Responsible to:	Out of School Supervisor/Senior Admin Officer/Headteacher
Purpose of the Job:	To assist with the day to day operation of the Out of School Club service for children, ensuring that they can develop personally, social and educationally in a safe, caring and challenging environment. The Out of School Club service may be available before and/or after school and/or during school holiday periods.

Duties and Responsibilities

Administration:

- Assist the line manager with the maintenance of accurate records of attendance, registration, fees, and any other service documentation in a secure manner ensuring retrieval of information in a timely fashion.
- Undertake the duties of the role in accordance with the correct procedures relating to the Childrens' Act; OFSTED standards; Child Protection and Health and Safety issues.
- Participate in regular staff meetings and take further action where required.
- Participate in the school's performance management system and undertake additional appropriate training as and when required.
- Prepare rooms and resources in advance and ensure that play equipment, materials and refreshments are set up at the beginning of the session and cleared away and safely stored at the end of the session.

Support for children:

- Working with the line manager to plan and set-up balanced, stimulating, creative, secure and safe play activities suited to the age ranges, learning needs and abilities of the children using the service and encourage those children to participate.
- Ensure the children use all equipment correctly and safely.
- Contribute to planning activities around the children's interests.
- Manage children's behaviour in line with the club/school's behaviour policy and liaise with parents/carers where necessary.
- Supervise children's basic hygiene arrangements.
- Assist children with the selection and distribution of refreshments.
- Encourage independence amongst all children, particularly with the getting out and clearing away of resources/refreshments.
- Encourage play between all children at all times.

Health & Safety:

- Under the direction of the line manager, routinely inspect the condition of play equipment and other resources to ensure they are in safe and usable condition, ensuring the line manager is informed of any issues.
- Ensure the safe storage of equipment and materials (e.g. labelling boxes) and assist in the maintenance of appropriate records.

Welfare:

- Provide full care for the children as required including dealing with bodily fluids.
- Ensure effective liaison with parents/named carers and other childcare agencies on educational and care/medical matters encouraging parental/carers involvement and support in the provision of the service.
- Administer basic first aid when required, ensuring that procedures are adhered to and the appropriate action is taken and forms completed in the event of an accident. (training provided)
- Be aware of children with medical conditions/additional needs and understand special procedures surrounding these children.

Safeguarding:

- Under the direction of the line manager, to escort/transport children to and from the school/agreed point/classrooms/club and ensure safe delivery to the parents/named carers.
- Assist the line manager to maintain an accurate collection list (appropriate adults to collect each child)
- Follow all school policies and procedures relating to Safeguarding, Child Protection, OFSTED, Health and Safety, Equalities and any other relevant policies.

General:

- Appropriate dress code at all times. Some uniform will be provided. (no slogans, ripped jeans)
- Ability to work as part of a team.
- Follow all school policies and procedures relating to Safeguarding, Child Protection, OFSTED, Health and Safety, Equalities and any other relevant policies.