



JOB DESCRIPTION FOR AFTERSCHOOL ASSISTANT STAFF

Post Title: After School Assistant

£6.60 - £7.80 per hour (depending on experience/qualifications)

Hours: Term Time: up to 17 hours per week

Between 3.00pm – 7.15pm depending on site

School Holidays: could include up to 50 hrs per week

On rota to cover full day service between 7.30 am and 6.30 pm

Bank positions also available working as and when required

Occasional Saturday work may be required.

Job Purpose:

Working under the general direction of the Manager and Senior Playworker to assist in the service delivery of The Out of School club and Holiday Playscheme.

Major tasks:

1. Planning and organisation of a range of stimulating and developmental activities
2. Supervision, safety and welfare of children
3. Communication and liaison with staff and customers
4. Active participation in training and development
5. Health and Safety and Other areas

Job Activities:

1.1 To follow Ofsted National guidelines

1.2 To follow guidelines in regards to the EYFS

1.3 Under the general direction of the Club Manager, works within a team environment to organise facilitate and lead a range of play based activities which include sports, arts and crafts, games, drama, dance, multi-media and adapted activities.

1.4 Under the general direction of the Manager responsible for planning and organising all play activities in accordance with National Standards relating to session planning and delivery.



1.5 Under the general direction of the Manager ensures that equipment is properly maintained and fit for children and staff, prepares activity areas for children and staff, transports and erects equipment during activity changes.

1.6 Under the general direction of the Manager, responsible for delivering play activities within Giggles operational procedures and policies with particular reference to customer care, health and safety.

1.7 Whilst on duty assumes responsibility for the safety and welfare of children under his/her supervision.

1.8 Under the general direction of the Manager ensures that the activity areas are maintained to a safe level and in accordance with Giggles procedures and policies.

1.9 Liaises with colleagues, the Manager, other internal and external relationships on day to day operational matters and refers any difficult position to the Manager for advice and assistance.

2.0 Under the general direction of the Manager, liaises with parents and carers on day to day information related to activities and customers generally on matters related to service delivery.

2.1 Works closely with colleagues on matters related to the day to day delivery of the service

2.2 Participates in training and development programmes both external and internal. Shares information gained at external events with colleagues and promotes development of the whole staff team.

2.3 Actively engages with the Staff Supervision Policy.

2.4 Under the general direction of the Manager or, takes responsibility for the unlocking and locking of premises in accordance with Giggles procedures and Policies and host school's procedures.

2.5 Under the general direction of the Manager Playworker contributes to the set up of activities at the beginning of sessions and clean down at the end of sessions.

2.6 Under the general direction of the Manager, contributes to the provision of nutritional meals for children and contributes to menu planning.

2.7 Follows The Giggles procedures and policies on receiving visitors in line with Ofsted National Standards

2.8 Any other duties as reasonably directed by the Manager or any member of the management team



PERSON SPECIFICATION: AFTER SCHOOL CLUB ASSISTANT

Essential:

Ability to communicate with children

Good general communication skills

Leadership and motivational ability

Ability to act on own initiative

Commitment to Equality of Opportunity and Diversity

Ability to prioritise and make decisions

Ability to respond to change positively

Commitment to personal and organisational development

Commitment to the development of play opportunities for children of all abilities

(Qualified Status only)

NVQ minimum level 2 in Childcare, Playwork or equivalent qualification or experience

Desirable:

First Aid at Work qualification

Food Hygiene qualification/training

Previous experience in an after-school setting

Ability to recognise and manage stress

Driving licence with D1 category (no restrictions)

IF, HAVING READ THIS JOB DESCRIPTION, YOU FEEL THAT YOU MIGHT BE SUITABLE PLEASE FILL IN A COPY OF OUR APPLICATION AND BRING IT ALONG TO ONE OF OUR SITES. YOU CAN FIND US AFTER 4PM AT EITHER;

Athelney Primary School, Athelney Street, London SE6 3LD

Elfrida Primary School, Elfrida Crescent, London SE6 3EN

The Grove Centre, 2 Sydenham Park, London SE26 6PL

We'd much prefer to see you, but if that's a problem you can email it to gigglesnews@hotmail.co.uk subject line "Recruitment". In your email give us three reasons why you think you would be a great member of our team