

JOB DESCRIPTION

AFTER SCHOOL CLUB ASSISTANT

Job Title: After School Club Assistant

Salary - £6.83 - £10 per hour (depending on qualifications & experience)

Appointment Type:- 8-12 hrs a week – Term Time only

Hours: 3pm-5pm/5.30pm Monday to Thursday

Location: Barr View Primary School

Responsible to: After School Club Coordinator

MAIN PURPOSE OF POST:

- To support delivery of sports, play and craft sessions to Barr View children who attend the after-school club (with a focus on age 3-7)

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- To support lead staff to deliver fun physical activity and play sessions
- To set up and tidy up equipment
- To always act as a friendly face to the children and encourage & support them to join in in activities.
- To ensure all activities are delivered safely
- To adhere to Kingsbury SSP CIC Safeguarding & Child protection policy at all times
- To promote the work and image of the Kingsbury SSP CIC by always maintaining high standards of personal appearance and adopting a friendly, professional approach to the public.
- To communicate effectively with parents / carers.
- To adhere to Kingsbury SSP CIC key conditions of employment
- Adhere to the primary school behaviour and safeguarding policy at all times.

Personal Attributes

- Be a good role model to all young people you work with at all times
- To undertake appropriate professional development to support your development as an after-school club assistant.