

## **Job Description: After School Care Assistant**

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***“Twickenham Preparatory School seeks to create a safe, caring and happy Christian environment in which all pupils are valued and can thrive personally, socially and academically.”***

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Job Summary**

Under the direction of the After School Club Supervisor, assist in the preparation and delivery of high quality play based activities (play curriculum) in a safe and caring environment, including preparation of high tea, reading with children and supervising homework.

### **Main Subject Responsibilities**

- Transfer children to/from extra-curricular activity clubs, and assist in the dismissal from these clubs where necessary.
- Set up the play space including moving chairs, tables and play equipment.
- Interact with children and involve them in planning activities.
- Provide refreshments and ensure that hygiene, health and safety standards are met.
- Supervise children during snacks and high tea.
- Administer minor first aid (as trained) and assist with sick children where necessary. Comply with the School's First Aid Policies and Procedures.
- Be aware of and work in accordance with the School's Child Protection Policies and Procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- Facilitate good communication with all members of staff of the School and parents.
- Keep the work environment healthy, safe and secure.
- Attend relevant training as necessary.
- Help with administration, where necessary.

## Candidate Profile

The experiences, skills and qualities set out below capture the ideal requirements for successful fulfilment of the role described. In practice, if a candidate does not meet all these requirements but demonstrates the potential, adaptability and ambition to grow into the role, this may still enable them to be successful.

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Good basic education to GCSE level or the equivalent in English</li> <li>• NVQ Level 3 in Childcare - desirable</li> <li>• First Aid at Work qualification (Paediatric) - desirable</li> <li>• Food hygiene qualification/training - desirable</li> <li>• Experience in an after school setting or working with 4 – 11 year olds</li> <li>• Playwork or equivalent qualification or experience</li> <li>• Knowledge of the independent school system - desirable</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Hard working, with a positive and enthusiastic attitude</li> <li>• A team player, with a sense of humour</li> <li>• A commitment to quality and excellence</li> <li>• Proactive - ability to follow and lead new initiatives</li> <li>• Strong organisational skills</li> <li>• Personal warmth, good rapport with pupils, colleagues and parents</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent time management and organisational skills</li> <li>• Ability to work cooperatively with others</li> <li>• Ability to respond to change positively</li> <li>• Good understanding of EYFS</li> <li>• Sound judgement and common sense</li> </ul>
<b>Philosophy and Ethos</b>	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>• A commitment to the ethos and strategic direction of the School</li> </ul>