



After School Care Assistant – Job Description

Purpose of the job:

To assist in day to day organisation of the Aftercare School provision at Hilden Oaks School & Nursery providing high standards of care and play opportunities for children between the ages of 5 - 11 years old in a safe and secure environment.

Hours: 3:15pm – 6:15pm Mon- Friday

The role: Delivering Aftercare School Provision

- To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play. This may be both inside and outside throughout the year.
- Be responsible to the Aftercare organiser, Member of staff on duty and headmistress.
- To ensure the provision offers a safe and stimulating environment.
- To assist with the preparing and delivery of activities, which meet children's individual developmental needs.
- To supervise and assist with homework for all ages of pupils (Reception to F6) ensuring completion before the child leaves.
- To work face to face with the children registered with the club.
- To supervise tea time refreshments promoting good manners and behaviour, for the children, including the safe preparation of the environment, and clearing up afterwards.
- To follow guidelines and procedures for Safeguarding in accordance with Hilden Oak's policies & procedures.
- To carry out any other duties, which will be seen to enhance the work of the Aftercare School Club.
- To uphold and model the school's values based education.

You will need to be:

You will need to be someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as, an ability to work with a range of staff.

Qualifications	Essential	Desirable
NVQ level 3 in Child Care/Playwork or equivalent		x
Excellent communication skills	X	
Recent experience of working with children age 5-11	X	
Good organisational skills	X	
Good knowledge and understanding of equal opportunities and special educational needs	X	
First Aid qualification		x
Food Hygiene Qualification		x