



<b>Job Description</b>	
<b>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>Summary of the role:</b>	<p><b>Job Title:</b> Before &amp; After School Club Assistant</p> <p><b>Location:</b> Pilgrims Pre-Preparatory School, Brickhill Drive, Bedford, MK41 7QZ</p> <p><b>Line Manager:</b> Wrap Around Care &amp; Play Manager Deputy Headteacher</p> <p><b>Hours:</b> Various hours available</p>
Main duties and responsibilities:	<p><b>Planning, Supervision and Participation of Club Activities</b></p> <ul style="list-style-type: none"> <li>• Inspire and motivate the children attending Out of Hours care and actively involve their ideas and interests in games and activities</li> <li>• Support the Wrap Around Care and Play Manager in planning and implementing ideas and setting up equipment for children</li> <li>• Work with children, joining in and actively supporting them with their activities and during play inside and outside</li> <li>• Encourage the children to broaden their experiences, to try new things to develop further interests and build their confidence</li> <li>• Share responsibility for the wellbeing and discipline of the children attending Out of Hours care in line with school policies and procedures</li> <li>• Further promote the development of the children's personal, social and emotional skills</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Encourage and foster close relationships with children and their parents</li> <li>• Ensure good communication between home and Out of Hours care by providing opportunities to pass on any relevant information and/or feedback</li> </ul> <p><b>Welfare and Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Ensure the children are supervised at all times</li> <li>• Assist with the organisation, setting up and clearing up of breakfast and/or lunchtime and/or tea</li> <li>• Attend to the health, welfare and safety of the children at all times</li> </ul>

# Pilgrims Pre-Preparatory School

## Job Description – Before & After School Club Assistant



	<ul style="list-style-type: none"><li>• Attend to the physical welfare of the children dealing with their health requirements as necessary, subject to training and instruction provided</li><li>• Assist with the preparation and serving of snacks and drinks in line with relevant food hygiene standards. Ensure correct foods are given to children with special dietary requirements</li></ul> <p><b>Other</b></p> <ul style="list-style-type: none"><li>• Ensure familiarity and compliance with the Schools Out of Hours policy</li><li>• Attend INSET days, staff and briefing meetings and participate in training sessions where required</li><li>• Actively participate in the Performance Review cycle by completing the relevant forms and attending performance review meetings</li><li>• Take an interest in all areas of the children's play and be prepared to further extend knowledge by attending relevant training</li></ul>
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*This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment with appropriate discussion.*

Pilgrims Pre-Preparatory School  
 Job Description – Before & After School Club Assistant



<b>Person Specification</b> The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	<b>Essential</b> These are qualities without which the applicant could not be appointed	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of assessment</b>
<b>Qualifications</b>		NVQ Level 2 or equivalent  First Aid qualification	Certificates
<b>Experience</b>	Previous experience working with children	Previous school/nursery experience	Application form  Interview
<b>Knowledge &amp; Skills</b>	Excellent relationship with children  Able to positively manage children's behaviour	Good standard of written English and numeracy	Application form  Interview  References
<b>Personal competencies and qualities</b>	Excellent interpersonal and communication skills  Ability to use initiative and work flexibly  Ability to work in a team		Interview  References