



ST. ANDREW'S CE (VA) INFANT SCHOOL



JOB DESCRIPTION

POST TITLE: Kids Club Assistant

GRADE: Scale 2 (SCP 4)

RESPONSIBLE TO: Kids Club Leader, Assistant Head Teacher, Deputy Executive Headteacher

PURPOSE OF THE JOB

To assist the Kids Club Leader with the delivery of our school's kids club service.

MAIN DUTIES AND RESPONSIBILITIES

1. To assist in the care and supervision of a group of children after school.
2. To assist in the delivery and planning of a wide range of stimulating play activities which encourage learning through play and co-operation, both indoors and outdoors appropriate to the ages and needs of the children in the club.
3. To provide a safe and caring environment for the children, showing patience, tolerance and warmth to the children.
4. To supervise and interact with children to promote their play and positive social interaction.
5. To prepare and serve a snack to the children and encourage healthy eating and good table manners.
6. To understand the physical, intellectual, language, emotional and social needs of the children.
7. To demonstrate a welcoming understanding approach to parents, and encourage parental involvement and support of the club.
8. To treat all information relating to families as confidential.
9. To assist in the safe hand-over of children to an parent/appropriate adult.
10. To ensure that safety measures including fire practice, incident and accident procedures and hygiene are observed.
11. To assist the club to achieve and maintain high standards.
12. To administer first aid as appropriate.
13. To take part in relevant training courses for personal development.
14. To attend meetings as appropriate.

15. To be familiar with and comply with all relevant policies and procedures, including equalities, behaviour and safeguarding.
16. To undertake any other appropriate duties as required by the Club Leader.