

Role Profile After School Care Assistant

Location: Breaside Preparatory School

Department: School Classroom Non-Teaching

Reporting To: Assistant Head



Role overview

What you'll be doing

Role purpose

Under the direction of the Assistant Head or another nominated member of staff, and working either independently or as part of a team, the postholder is responsible for ensuring the safety, welfare, and good behaviour of pupils attending After School Care sessions, in accordance with agreed practices and procedures.

Key responsibilities

- Responsible for the day-to-day running of After School Care and present a professional image for the club.
- Keep accurate registers of pupil attendance at the club, signing pupils in and out as appropriate and ensuring that they are only released to a known adult.
- Organise games and activities as appropriate, including the use of outdoor space whenever possible.
- Promote good practice and be willing to share this with others.
- Ensure the health, safety, and wellbeing of children and adults, ensure equipment is in good working order, and report any hazards identified.
- Work within a team and be flexible.
- Deal with minor incidents and refer them to senior staff if necessary.
- Administer First Aid as needed, following Health and Safety guidelines and First Aid procedures.
- Provide refreshments for the children as required and ensure a high standard of hygiene is maintained.
- Communicate effectively with parents to ensure that any issues are appropriately addressed.
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality, and data protection, reporting any concerns to an appropriate person.
- Be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals.
- Contribute to the overall ethos, work, and aims of the school.
- Attend and participate in meetings as required.
- Participate in training and other learning activities.
- Fully and positively participate in the school's appraisal system in order to develop and enhance personal and school performance.
- Undertake all other duties commensurate with the level of the post, as required, to ensure the efficient and effective running of the school.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in ongoing training as required.

What you'll bring

Essential	Desirable
Skills • Ability to deal with children and adults with tact and sensitivity. • Ability to communicate effectively at all levels. • Ability to build and develop positive relationships with teaching staff. • Respects the need for confidentiality. • Familiarity with the safe use of outdoor equipment.	
Qualifications • NVQ Level 2 qualification or equivalent, and willing to undertake any further professional training as necessary.	Qualifications • Paediatric First Aid qualification, or willingness to participate in relevant training.
Experience • Experience of using basic First Aid equipment as required. • Experience of working with age-appropriate children and the ability to meet their needs.	Experience • Use of basic first aid equipment. • Understanding of regulatory compliance requirements.
Other • Responsible, honest, and reliable, with a good sense of humour. • Willingness to work within organisational procedures and processes and to meet the required standards of the role. • Demonstrates good working relationships with the whole staff team. • Commitment to undertake training as and when required. • Ability to work under pressure and prioritise workload. • Flexible and able to work effectively as part of a team. • Committed to safeguarding children.	

Key Stakeholders you'll be working with

- **Internal:** Teachers, Senior Leaders, Colleagues, Pupils.
- **External:** Parents, Visitors.

To be signed and dated by employee:

Signed:

Name (print):

Date:

COGNITA