

**JOB DESCRIPTION
OUT OF SCHOOL CHILDCARE ASSISTANT**

Purpose of the job:

To assist the supervisor in the day to day running of the breakfast and after school club.

Principal Responsibilities:

- To ensure the safety and well-being of the children in our care.
- To contribute to a stimulating and varied programme of play and learning opportunities.

Main duties:

- To help deliver the relevant aspects of the Early Years Foundation Stage and maintain the standards required of the Ofsted Early Years and Childcare Registers.
- To provide full care and ensure the wellbeing of children at the club. This will include the safe transfer of children between the club and school, being aware of and responding to individual's needs.
- To ensure that any information received concerning the children is kept confidential at all times.
- To assist in the setting up and clearing away of all activities and equipment.
- To encourage and help maintain high standards of hygiene and safety at all times, including following strict Covid protocols.
- To assist the children in playing safely, creatively and appropriately and in a way that actively encourage their social development, play skills and positive interaction with others.
- In time, to lead and manage group activities and games.
- To manage the behaviour of children in a clear, positive and supportive manner.
- To take part in maintaining day to day administration and record keeping.
- Once trained, to administer first aid if appropriate.
- To liaise with parents and encourage their involvement and support.
- To attend training and staff meetings, as appropriate.
- To undertake such additional duties appropriate to the level of the post as may be required from time to time.
- Training and on the job coaching will be provided to support staff in these duties.

PERSON SPECIFICATION

CHILDCARE ASSISTANT

Essential Criteria:

- An understanding of good quality childcare.
- Experience of caring for primary aged children
- Ability to provide safe, creative and positive play experiences.
- Ability to communicate at all levels, with children, colleagues and parents.
- Ability to meet children's individual needs.
- Ability to use judgement and common sense.
- Discretion and an understanding of the need for confidentiality.
- A positive approach and ability to work as part of a team.
- A commitment to equal opportunities.

Desirable Criteria:

- Childcare qualification or a willingness to work towards an NVQ in childcare or playwork.
- Experience of working with four to 11 year olds.
- An awareness and understanding of the EYFS and Ofsted Childcare register.
- A current paediatric first aid certificate.