



ABBOTSFORD PREPARATORY SCHOOL

Job Description

Our school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title: After School Care Assistant

Hours of work: Monday to Friday, 3:15 PM – 6:00 PM, Term Time

Remuneration: £12.21 per hour

Responsible to: Head Teacher

Main Responsibilities

The purpose of this role is to play a vital role in supporting the smooth running of our after-school programmes, ensuring the safety, well-being, and engagement of our students outside of regular school hours.

- Organising engaging activities and recreational programmes, including sports, arts and crafts and educational games.
- Assisting with administrative tasks related to after-school programs, such as attendance records, sign-in/out procedures, and activity planning.
- Provide guidance and assistance to students with their homework assignments and academic tasks as needed.
- To work as part of a team to provide a safe and caring environment for the children to play.
- deliver activities at lunchtime as directed by the headteacher.
- To work as part of a team to provide wrap around care for the pupils at Abbotsford
- Prepare and deliver activities as directed by the after school care manager.
- To work collaboratively with parents, carers and staff for the well-being of all pupils.
- To promote the agreed vision of the school and to create a sense of purpose and pride in the school.
- To support colleagues where appropriate in the implementation of whole school policies.
- To keep up-to-date with staff training, including that which is delivered online.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To manage yourself and your professional relationships well.
- Implement equal opportunities in all aspects of school life.
- Implement all school policies and procedures.
- Promote the welfare and safeguarding of all pupils.

Professional Standards & Development	<ul style="list-style-type: none"> • To be a role model to pupils through personal presentation and professional conduct. • To cover for absent colleagues as is reasonable, fair and equitable. • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with the School's handbooks and support all the School's policies, e.g. those on Health and Safety, Safeguarding etc. • To establish effective working relationships with professional colleagues and associate staff. • To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits. • To liaise effectively with parent/carers. • To be aware of the role of the Governing Body of the School and to support it in performing its duties. • To complete the on-line training courses as required by the school • To provide the documentation required to carry out a DBS check. • To up hold the school's core values.
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Person Specification

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications:	<ul style="list-style-type: none"> • A childcare qualification or the equivalent gained through experience. • Further qualifications regarding child protection/ first aid/ food hygiene. 		<ul style="list-style-type: none"> • Application Form • Interview • Professional references
Experience:	<ul style="list-style-type: none"> • Experience of working with or caring for children preferably within an educational context. 	<ul style="list-style-type: none"> • Recent experience of working in education. 	<ul style="list-style-type: none"> • Application Form • Interview • Professional references
Skills:	<ul style="list-style-type: none"> • High level of personal and professional commitment. • An ability to strike a good Rapport with students, staff and parents. • Being a positive role model. 	<ul style="list-style-type: none"> • An up to date, working knowledge of relevant Health & Safety and Education legislations. 	<ul style="list-style-type: none"> • Application Form • Interview • Professional references

	<ul style="list-style-type: none"> • An ability to communicate effectively both verbally and in writing. 		
Personal competencies and qualities:	<ul style="list-style-type: none"> • A genuine enthusiasm for working with children. • To be committed to actively support the visions, aims and ethos of the school. • The ability to remain calm in many situations that involve children, adults and wider members of the school community. • Flexible, adaptable and enthusiastic. • Collaborative team player. • A willingness to contribute to extra-curricular activities and other aspects of school life. 	<ul style="list-style-type: none"> • A strong commitment to continued personal development. 	<ul style="list-style-type: none"> • Application Form • Interview • Professional references