



After School Club Assistant Job Description

Job Title: After School Club Assistant

Responsible to: After School Club Manager / Headteacher

Purpose of the job:

- To work as an active after school club assistant
- To provide high quality, safe education and care to young children.

Main duties:

1. To assist with the planning of play based activities.
2. To help prepare the daily programme; to help tidy away at the end of the session checking equipment for cleanliness and breakages.
3. To advise the After School Club Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
5. To provide support to children in taking part in a range of play based activities.
6. To supervise the setting up and supervision of children during tea as well as cleaning away afterwards.
6. To attend staff meetings and in-service training courses and meetings as required.
7. To share with the Manager any information gained from training courses.
8. To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.
9. To undertake any other reasonable duties as directed by the After School Club Manager / Headteacher.