AFTER SCHOOL CARE ASSISTANT
JOB DESCRIPTION

Responsible to: Headmistress
Hours of Work: 3pm – 6pm daily (15 hours per week)

After School Care Assistant works to provide good quality provision for all children at Cumnor House School for Girls at the end of the school day. They uphold the ethos and values of Cumnor, support colleagues both professionally and personally and work constructively as part of a team.

A high standard of professional conduct is expected at all times and must demonstrate judgement and integrity in confidential dealing with pupils, parents and staff.

Duties

- Ensure a warm, caring and stimulating environment for children aged 4-11 years
- Sign children in and out each day
- Help organise and supervise children doing homework
- Maintain records and logs regarding children’s schedule of after school clubs
- Check and verify proper identification according to Cumnor House School for Girls procedures paying special attention to instructions provided by parents or guardians
- Work as part of a dedicated team of After School Care assistants
- Help organize and store toys and materials to ensure order in activity areas and maintain a safe play environment
- Discipline children and recommend or initiate other measures to control behaviour, such as caring for own clothing and picking up toys and books.
- Help supervise children’s cloakroom and toilet visits
- Help supervise outdoor play activities
- Assist with “Tea”

You will need to be patient, firm but fair and have a calm approach. Experience of working with children is essential.

“The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.”