



AFTER SCHOOL CARE ASSISTANT

**AFTER SCHOOL CARE ASSISTANT
PART TIME (0.20 FTE), PERMANENT,
THURSDAY – FRIDAY, 4PM-7PM**

**TO START: February 2019
TERM TIME ONLY**

PAY RANGE: £10.20 PER HOUR

AFTER SCHOOL CARE ASSISTANT

St Michael's Prep School is a co-educational day school, rated 'Excellent' by the ISI in March 2017, with approximately 440 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. Our state of the art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

After School Care Assistant

Are you looking for a new challenge? Are you an organised and creative individual who enjoys working with children aged 3 to 13? Then please consider the opportunity to work in the after school care facility at St Michael's Prep School.

You will be part of a small team offering after-school care provision to children from Reception to Year 8. The role will be varied and exciting; You should be equally comfortable baking cakes, playing table tennis, sewing toys or crafting paper aeroplanes. No homework allowed!

You will help ensure the smooth day-to-day running of the facility, under the guidance of the After School Care Manager. You will be expected to help plan and organise age-appropriate activities that engage the children. You, as part of the team, will have responsibility for the safeguarding and welfare of the pupils in your care. You will be meticulous with paperwork and confident in dealing with parents. You will have bags of initiative and will be a reliable team player!

Please send a covering letter together with a completed non-teacher application form (downloadable from our website) to recruitment@stmichaels.kent.sch.uk.

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.



JOB DESCRIPTION – AFTER SCHOOL CARE ASSISTANT

To share in the planning and delivery of after school care for St Michael's pupils.

RESPONSIBLE TO:

- The After School Care Manager / Head of Pre-Prep
- The Deputy Head (Pastoral)
- The Headteacher
- Governing Body

JOB PURPOSE

- To deliver and develop the provision of high quality play and care experience within the after school setting, ensuring the smooth day to day running of the service and offering support and care to children and their families.
- Work with and support staff in all aspects of the service to ensure effective delivery, which meets the identified needs of users.

KEY RESPONSIBILITIES

- Provide high quality care and a comprehensive range of appropriate, stimulating and creative activities which meet group and individual needs.
- Play your part in the safeguarding of children.
- Comply with all relevant regulations and guidance.
- Know, understand and fully implement the policies and procedures of the setting.
- Attend regular team meetings.
- Ensure quality of access to the service.
- Work with parents and other professionals to ensure appropriate care and support for individual children.
- Ensure the health, safety and wellbeing of children attending the service.
- Participate in ongoing training and development.
- Be aware of issues of confidentiality.
- Ensure a positive ethos within the service and employ positive behaviour management strategies as appropriate.
- Ensure effective communication.
- Prepare tea for the children

The post-holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.



PERSON SPECIFICATION

Our After School Care Assistant must have:

- a warm and encouraging manner
- imagination, creativity and lots of energy
- the ability to form and maintain suitable relationships and personal boundaries with children and young people
- a respect for the confidential nature of the post
- patience and initiative
- an enhanced disclosure via the DBS (which the school would facilitate)
- a sense of humour

It is desirable for our After School Care Assistant to have:

- Level 1 Safeguarding Training
- Paediatric First Aid Certificate
- Food Hygiene Level 1 Qualification

All these can be provided to the successful candidate.