

Lancashire County Council

Job description for the post of: Out of School Club Assistant					
Directorate: Children and Young People - Schools		Location: Carr Head Primary School			
Establishment or team:		‘CHUKs’ Before and After School Club		Post number:	
Grade: 3		Line manager: OOSC Manager		Car user: N/A	
<p>Core purpose</p> <p>Our core purpose is to provide a quality service to parents/carers and children alike. It is our aim that the Out of School Club (OOSC) is not only a reliable and convenient childcare service for parents/carers, but also an enjoying and fulfilling out of school experience for the children.</p> <p>The purpose of this job is:</p> <p>Under clear direction, to support the Club Manager to create high quality play opportunities within a safe and caring environment. To provide a high standard of physical, emotional, social and intellectual care for the children placed in the club, including those with special needs. To assist the Club Manager in ensuring the EYFS requirements are met and to be involved in basic record keeping and supporting club activities.</p>					
<p>Main Activities – What the Post Holder will actually do / duties the post holder will have</p> <ul style="list-style-type: none"> To supervise and interact with children positively undertaking planned activities Develop and maintain good relationships with children recognising them as individuals To assist in the development of independent social skills To report a child’s achievements / problems to the Club Manager / parents as necessary To administer basic first aid where appropriately trained To undertake duties such as preparing snacks, preparing activities, tidying up, etc To assist with maintenance of club equipment, ensuring it is kept in a clean and tidy condition and reporting damages To undertake photocopying and routine clerical duties To communicate effectively with parents on a regular basis and report any information from parents as required To care for their own and other people’s health and safety To ensure confidentiality is maintained where appropriate To follow the safeguarding policies and procedures at all times To carry out other duties at the same responsibility level may be interchanged with / added to the list at any time. 					
Prepared by: Sharon Nicholson		Date: 18/04/2024			

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

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