

# Lancashire County Council Combined Role Profile

## Grade Profile – Out of School Club Assistant

<b>POST TITLE:</b>	Out of School Club Assistant
<b>GRADE:</b>	Grade 3
<b>CAR USER:</b>	N/A
<b>LOCATION:</b>	Burscough Village Primary School
<b>RESPONSIBLE TO:</b>	Headteacher
<b>STAFF RESPONSIBLE FOR:</b>	N/A
<b>JOB PURPOSE:</b>	<b>The main objectives to be achieved by the Postholder</b>
<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>	
<b>MAIN ACTIVITIES</b>	<p><b>What the Postholder will actually do</b> <b>What prescribed duties the postholder will have</b></p>
<ul style="list-style-type: none"> <li>- To supervise and interact with children undertaking planned activities</li> <li>- To support children in areas of personal hygiene, such as toileting and changing nappies, washing and changing, supporting and encouraging toilet training and good personal hygiene skills and routines</li> <li>- To assist in the development of independent social skills</li> <li>- To report a child's problems/achievements to the Club Manager/parents as necessary</li> <li>- To assist the children in the proper use of specialist aids and equipment</li> <li>- To assist in the supervision of integrated therapy for an individual/small group of children</li> <li>- To accompany children on educational visits</li> <li>- To administer basic/paediatric first aid where appropriately trained</li> <li>- To assist in the specific medical/care needs of pupils when specific training has been undertaken</li> <li>- To undertake duties such as preparing snacks, cleaning Club room and toys, tidying up, etc</li> <li>- To assist with maintenance of Club equipment, ensuring it is kept in a clean and tidy condition and reporting damages</li> <li>- To undertake photocopying and routine clerical duties</li> <li>- To report child absence using the Club's procedures</li> <li>- To communicate effectively with parents on a regular basis and report any information from parents as required</li> <li>- To take care for their own and other people's health and safety</li> <li>- To ensure confidentiality is maintained where appropriate</li> <li>- To follow the safeguarding policies and procedures at all times</li> </ul>	

<b>Note:</b>	<b>In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.</b>
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**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.

**Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## Person Specification Form

### Post Title – Out of School Club Assistant

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<p><b>Qualifications</b></p> <p>NVQ level 2 or above qualification –appropriate to the post (or equivalent)</p>	D	Application form
<p><b>Experience</b></p> <p>Experience of working with or caring for children of relevant age</p>	D	Application form
<p><b>Knowledge/skills/abilities</b></p> <p>Ability to relate well to children</p> <p>Ability to work as part of a team</p> <p>Ability to organise resources</p> <p>Good communication skills (oral and written)</p> <p>Knowledge of the concept of confidentiality</p> <p>First Aid Certificate</p> <p>Ability to use relevant technology (e.g. video, photocopier)</p> <p>Flexible attitude to work</p>	E E E E E D D E	Interview Interview Interview Application form/interview Interview Application form Application form Interview
<p><b>Other</b></p> <p>Commitment to undertake in –service development</p> <p>Commitment to safeguarding children and young people</p> <p>Satisfactory attendance record/commitment to regular attendance at work</p>	E E E	Interview Interview Reference
<p><b>Special Requirements</b></p>		