



WOKINGHAM
BOROUGH COUNCIL

JOB DESCRIPTION

Job Title:	After School Club Assistant
School:	St Teresa's Catholic Primary School
Salary:	
Reports To:	After School Club Supervisor
Grade:	
Employment Status:	Permanent
Hours of Work: Monday to Thursday, 3.00pm – 6.00 pm, Friday 3.00pm – 5.30 pm	
Job Purpose: To support the needs of individual pupils in the After School Club in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.	
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community.	
Organisation Chart: Show the structure two levels above and two levels below in the Division or Section – example boxes and lines have been supplied below: Headteacher ↓ After School Club Supervisor ↓ After School Club Assistant	

SCOPE

Financial Accountabilities

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

Staff Responsibilities

NONE

Number of employees managed/supervised:

Number of FTE (Full Time Equivalents) employees managed/supervised:

Management of Physical Assets

NONE

Nature of physical assets directly controlled, (eg. children's home):

Details of service contracts managed:

Summary of Main Contacts.

- Parents
- Teachers
- Governors
- Other school staff
- School Association
- Other professionals to include external health agencies and peripatetic teachers
- Pupils
- LEA
- Diocese

Main Tasks/Accountabilities

List up to ten **key** tasks or main accountabilities. Begin each task with an action verb. This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

- To work as directed by the Supervisor and assist in ensuring compliance with all legal requirements.
- To ensure good standards of behaviour at all times
- To ensure all planned activities are carried out in an effective manner as directed by the Supervisor
- To consult with and inform other staff
- To attend meeting/team briefings to ensure effective communication
- To review personal and job needs as appropriate
- To adhere to After School Club personnel practices and procedures
- To work within safe and secure systems of work at all times and direct other staff as

necessary

- To build a trusting relationship with children in their care, over time
- To acknowledge and respect special needs and requirements
- To respect the confidentiality of all matters relating to children and school

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) E = essential criterion; D = desirable criterion What does the postholder need to know in order to be able to carry out the role to the level required. • NVQ level 2 (administration) or equivalent (E) • Knowledge of SIMS packages (D)
Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management. • Good general communication skills • Good telephone manner • Good organisational skills – able to prioritise workload • Able to identify customers needs quickly and deal effectively with enquiries • Tact, diplomacy, confidentiality and sensitivity • Able to use Word, Excel and Outlook • Ability to set up and maintain record and filing system • Able to work independently but also as part of a team • Able to use initiative • Good attention to detail
Experience: type, level and length. • At least one year's experience in a similar environment. • Word processing experience • Experience of working within a busy, diverse environment
Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc. • Understanding of, and willingness to support, the Catholic ethos of the school • A flexible and positive approach to work • A commitment to very high standards • A sense of responsibility • Integrity
Special Factors: e.g. hold driving licence, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc • Some flexibility of working hours may be required to meet the demands of the school during periods of sickness