



St John Vianney Catholic School

Love one another as I have loved you



Before & After-school Care Club Worker

Our Mission

“St John Vianney School is an academic community which is characterised by the Gospel Spirit of Peace, Justice and Love. All that we do and say in our school will be dominated by Jesus’ words “Love one another as I have loved you”. Our school rules are based on this statement and carried in “our hearts and our heads” and reflected in the life and work of our school”.

Before & After School Care Club

Reports to: School Business Manager & Headteacher

Hours of work: 20 hours per week, 7.30am -9.00am T Part-Time
Term Time Only

Level and scale point: Grade 2 pro rata £18,517 FTE

Main duties and responsibilities include:

- To assist in the day-to-day operation of the before and after-school care club.
- To organise a range of leisure activities for children aged 4-11.
- To provide safe, creative and appropriate play opportunities to meet the needs of individual children from different cultures and religious backgrounds and those at different stages of development.
- To prepare a wide range of creative and enjoyable activities, organise programmes and arrange the appropriate equipment
- To involve children in the planning of activities and ensure that play meets the full range of children’s individual and group needs
- To ensure that activities are carried out in a safe and responsible manner.
- To ensure that food provision is balanced and healthy and in line with the Food Safety Act 1990
- To liaise with parents on day-to-day caring needs to encourage parental involvement and support and maintain good relationships and communication.
- To encourage fair and caring behaviour among children, along with independence and self-esteem.
- To ensure good hygiene standards are maintained at all times, and uphold the requisite health and safety standards.
- To ensure every child is collected by the appropriate adult.
- To deal with injuries and emergencies and follow proper procedures.
- To act in accordance with staff policies and practices.
- To undertake any training as it becomes necessary.
- To undertake other duties and responsibilities, on occasion, of an equivalent nature as determined by the after-school club manager.
- Working in partnership with the senior leadership team (SLT) to provide breakfast club provision.
- Maintaining working relationships with other site users.
- To work within the policies, guidance and procedures of the trust
- Carrying out any other duties that would enhance the work of the school extended day services
- Ensuring that adequate standards of safety and hygiene are maintained throughout the before and after-school care club,.

Safeguarding duties and responsibilities include:

- Maintaining an up-to-date knowledge of child protection and safeguarding legislation/legal guidance.
- Having due regard for safeguarding and promoting the welfare of children and young people, and for following the child protection procedures adopted by the academy and trust.

General duties and responsibilities include:

- Contributing to the quality assurance process of the school and the before and before and after-school care club.
- Keeping the area clean and tidy and presentable ready for use by other staff and pupils.
- Making provision for before and after school snacks.

Before & After-school Care Worker

Person specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Level 2 national vocation qualification (NVQ) or equivalent in play work. • The ambition to work towards further qualifications • Working with 3-11 year olds • Working as part of a team 	<ul style="list-style-type: none"> • A current first aid certificate
Knowledge and skills	<ul style="list-style-type: none"> • Recent experience of working with children aged 3-11 years • An understanding of good quality child care. • Familiarity with the Early Years Foundation Stage • The ability to meet children's individual needs. • The ability to work on own initiative • Understanding the varied needs of children and families • Effectively manage the behaviour of the children • Appropriate child protection training • The ability to communicate at all levels • Awareness of health and safety issues. • Good organisational skills • Be willing to undertake any relevant training courses • Excellent communication skills • Good organisational skills • Competent in using computer systems such as Microsoft Office 	<ul style="list-style-type: none"> • Confidence in using a range of computer programmes including Microsoft Office and similar software • Knowledge of health and safety practices • Knowledge of safeguarding practices
Personal qualities	<ul style="list-style-type: none"> • Ability to use good judgement and common sense • A responsible and caring attitude • The ability to get on well with children and parents/carers • Patience and tolerance • Creativity and flexibility 	

Note: This job description is not exhaustive and will be reviewed periodically. It may be amended to meet the changing needs of the academy trust school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.