

**Leechpool Caterpillar Nursery
& After-School Club**



'A happy place to grow and learn'

After-School Club Assistant Job Description and Person Specification

Responsibilities and Duties:

1. Assist in the setting up and clearing away of all activities and equipment and to help ensure the smooth running of the provision.
2. Ensure that high standards of hygiene and safety are maintained at all times.
3. Help to ensure a safe and caring environment.
4. Help to support the safe delivery and collection of children.
5. Promote positive relationships with parents, carers, children and colleagues.
6. Attend meetings and training as appropriate.
7. Administer first aid as appropriate.
8. Support the work and beliefs of the setting by helping to create an all-inclusive environment that promotes open and equal opportunities for children and adults.
9. Help prepare safe, creative, appropriate activities, suitable to ages and abilities.
10. Actively encourage children's progress in all areas of development, types and stages of play, by interaction and extension of play activities.
11. Work as part of a team and support colleagues.
12. Assist with clearing up after the After-School Club.
13. Assist with any other tasks not set out above, as, and when required, as reasonably requested by the Manager.

This job description is not an exhaustive list of duties, and the post holder will be required to undertake any other reasonable duties discussed and directed by the Manager.
