



## ST PATRICK'S CATHOLIC PRIMARY SCHOOL



### MISSION STATEMENT

As the pupils, parents, staff and governors of St. Patrick's school:

OUR MISSION IS TO FOLLOW THE LOVING EXAMPLE SHOWN BY JESUS CHRIST

**POST TITLE:** Out of School Care Assistant

**RESPONSIBLE TO:** Out of School Care Leader

**GRADE:** Grade 3

### PURPOSE OF THE JOB

To provide after school care for children aged between 4 and 11

### KEY ACCOUNTABILITIES

1. To assist the Club Leader to plan and implement a wide range of stimulating play activities for the children;
2. To develop a basic understanding of health issues such as healthy eating, dental health, hygiene, fitness and exercise;
3. To provide a healthy, balanced snack for the children;
4. To develop methods to:
  - a. promote the children's self-esteem
  - b. meet the physical and emotional needs of the children, whilst promoting independence
  - c. use games to develop children's social skills
5. To set up and clear away equipment;
6. To record any accidents/incidents occurring during the Out of School Club session in order that parents can be informed;
7. To undertake clerical duties associated with the running of the Out of School Club, including:
  - a. keeping an attendance register

*Following the loving example shown by Jesus Christ*

- b. purchasing food and equipment
  - c. accepting and recording fees
8. To administer basic First Aid (dependant on training)

### **Supporting the school**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

### **OTHER DUTIES**

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.