**St Oswald’s Sunshine Club**

**Job Description – After School Club Assistant**

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| **Post Title** | After School Club Assistant | Job Reference: ASC15 |
| **Reports to** | The Sunshine Club Manager (and ultimately to the Directors) |

**Purpose of post:**

* To support the Sunshine Club Manager and Deputy Manager in the day-to-day organisation of the Sunshine Club;
* To work effectively within a team delivering high quality care and learning environment (including displays and resources);
* To maintain high standards in the following key areas: -

**Key area- Care of children**

* To know and build up knowledge about individual children;
* To listen and respond to children;
* To be alert to the children’s needs;
* To maintain a caring environment;
* To communicate effectively, and to establish positive and professional relationships with parents and carers;
* To ensure the equipment is safe to use and report any issues to the Manager (or deputy Manager);
* To have full regards to the settings equal opportunities policy, child protection policy and safeguarding procedures;
* Be confident in basic food preparation, following safe hygiene practices.