

Role Profile: After School Care Assistant**Location: Cumnor House School****Function: Early Years / Education****Reporting to: Bursar****About Cumnor House**

Here at Cumnor House, we're dedicated to giving our children the perfect platform to achieve their potential.

Our philosophy is to ensure that each pupil at Cumnor House is given the opportunity to develop not just on an educational level, but also socially. Therefore, our curriculum contains varied subjects and activities, ensuring that every child gets the most out of the time they spend at school.

By striking the perfect balance between disciplined learning practices and a friendly atmosphere we can be confident in providing the perfect environment for our children to flourish.

Role Purpose

This is an exciting opportunity for a passionate individual to assist in providing a high-quality childcare experience in a safe, caring and stimulating environment for pupils of Cumnor House School, outside of the educational hours before and/or after school. The After School Care Assistant will assist with smooth running of all operations including the play and learning opportunities at Before School Care and/or After School Care.

What you will be doing**Summary of duties and responsibilities, but not limited to:**

- Assist with the setting up of Before School Care and After School Care.
- Completion of daily register of pupils attending the Before and/or After School Care.
- Assisting and serving food and beverages appropriate to the time of day (appropriate Food & Hygiene training will be given).
- Maintaining a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative, and emotional development through play.
- Ensuring that the programme of activities delivered is interesting, valuable, and appropriate to the children using the facilities, by providing a variety of

play and learning opportunities and identifying and accommodating changing needs.

- Assisting with administering First Aid should the need arise (appropriate First Aid training will be given).
- Assist with tidying of the classroom or the hall and ensure the secure storage of resources and equipment is used.

Support for the school

- Be aware of and comply with the procedures relating to child protection, food hygiene, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Work towards, contribute and support the school vision and the current school objectives outlined by the school.
- Attend and participate in relevant meetings and INSET days as required.
- Always complete all mandatory face-to-face and online training to ensure compliance.
- Set a good example in terms of dress, punctuality, and attendance.
- Undertake other duties from time to time as required and outlined by the school.

What you'll bring**Skills, Qualifications and Experience****Essential**

- Good standard of literacy, numeracy and ICT skills.
- Ability to work calmly under pressure, and adapt efficiently to changing circumstances/situations, whilst remaining firm and fair
- Ability to work as part of a team and communicate effectively with children and adults
- Good organisational skills
- Has experience promoting pupil's, emotional development
- Ability demonstrates strategies for improving behaviour and sustaining high standards of learning and achievement for pupils
- Good time keeping and punctuality
- Flexibility – working patterns
- Good attention to details when taking registers to ensure pupil numbers and names are recorded correctly for safety and billing purposes
- Knowledge and understanding of Safeguarding and Child Protection (training will be provided)

Desirable

- Paediatric First Aid training (training will be provided).
- Food & Hygiene training level 2 (training will be provided)
- An NVQ 2/3 qualification in childcare or similar qualifications

- Ability to demonstrate strategies for improving behaviour and sustaining high standards of learning and achievement for pupils
- Working in a similar environment with children
- Working flexible working patterns
- Knowledge of the use of MS Excel required for submitting overtime sheet to Payroll before the deadline each month

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Governance:

- Blenheim Schools is the proprietor of Cumnor House Schools. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

• To be signed and dated by employee:

- **Signed:**
- **Name (print):**
- **Date:**