

**St. Dominic Savio Catholic Primary School
Job Description for Childcare Assistant**

RESPONSIBLE TO: ASC Supervisor

JOB PURPOSE: To assist with day to day running of After School Club and its activities.

KEY RESPONSIBILITIES:

All staff are asked to support the Catholic ethos of the school and its mission statement.

After School Club:

- ❖ To assist with the set-up of the After School Club in preparation for the arrival of children
- ❖ To provide quality and pro-active supervision for the children in our care at After School Club
- ❖ To interact with the children ensuring their care and wellbeing needs are met and putting planned activities into practice
- ❖ To carry out duties as per the After School Club rota as necessary
- ❖ To attend and take part in relevant training as necessary

Parents and Carers:

- ❖ To promote timely communication with parents and carers
- ❖ To record and inform parent/carer of any incidents or accidents relating to their child.

Administration:

- ❖ To take payments from parents when required and place them in the office folder
- ❖ Responsible for following health and safety policy, equal opportunities policy, child protection policy and any other relevant policies as required eg. Accident forms, registers, fire drills etc.
- ❖ To assist with mealtimes and snacks – ensuring they are of a healthy nature
- ❖ Tidying and clearing up after children depart- including emptying of bins.

Other:

- ❖ Undertake other duties as may become necessary as agreed with the headteacher.