



Be the best you can be, every day

After School Club Assistant (Moles)

Hours: 3.00 pm - 6.00 pm Monday - Thursday term time only

Salary scale SY3 pro rata (£4522)

To start as soon as possible

Do you enjoy supporting children at play and are you available to work after school? Can you work as part of a team and confidently encourage children to play safely and happily?

We are looking to employ an enthusiastic After School Club Assistant to help at our popular and oversubscribed Moles Club based at our Brockham site. We cater for a maximum of 20 children each day. Flexibility can be offered to candidates who may want to work one or two days a week.

Duties will include:

- Taking part in the delivery of safe, creative, appropriate play opportunities in a fun and caring environment
- Keeping children safe and minimizing risks in the play environment
Helping ensure safe arrival of children at the club and safe delivery to Parents and Carers at the end of the session.
- Providing snacks and refreshments to the children
- Administering first aid as appropriate
- Being responsible for tidying rooms and taking care of club equipment
Working within agreed policies and procedures, and in particular, being aware of staff responsibilities around the safeguarding of children in our care

Experience in a similar role is an advantage although full training will be given. First aid qualifications are also an advantage.

If you would like more information or would like to visit, please contact the school office.

Please note, we have ongoing vacancies so there is no stated closing date. Therefore applications are welcome at any time.

**Head Teacher: Mrs Jane Douglass
North Downs Primary School**

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