



Laxton Junior School

OUNDLE

Griffin Club Assistant Job Description

The Role of the Griffin Club Assistant

The Griffin Club Assistant will be an integral part of the after-school care that is provided at Laxton Junior School.

The purpose of the role is to deliver outstanding care to children, aged 4 to 11, who attend our after-school programme, ensuring that they have excellent opportunities for play whilst interacting positively with staff and children, within a safe and nurturing environment.

Responsibilities

- Embody the values, vision and mission of the School
- Build positive relationships with all members of the community
- Adhere to the School's policies and procedures, including those relating to Safeguarding and child protection
- Provide care, play opportunities and activities for all children
- Create a fun, safe and welcoming environment
- Liaise with staff and parents to ensure that the needs of all children are met
- Create strong communication channels with parents
- Monitor, evaluate and, where necessary, improve the quality of the activities
- Support the day-to-day running and organisation of Griffin Club
- Make use of resources available within the school and ensure that they are age-appropriate, well managed and used effectively
- Support the administration required of the Club, ensuring confidentiality and data protection of the children, their families and members of staff
- Support Griffin Club record keeping procedures
- Maintain the highest standards of safety, hygiene and food handling throughout the Club, including the completion of appropriate risk assessments, recording and reporting hazards and accidents
- Uphold, implement and suggest improvements to all policies and procedures of the Club

Other Responsibilities

- Support the administration and monitoring of the After School Clubs program
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy
- Ensure compliance with the School's Health and Safety policy and requirements
- Carry out any other duties commensurate with the post as may be reasonably required by the Operations Manager or Head of LJS

Review

Every job description in the organisation will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or

- as a result of a change in statutory regulations and or statutory guidance, or
- as a result of a change in strategic direction, or
- as a result of a team/operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment

It is the shared responsibility of the job-holder and their manager to ensure that job descriptions are kept up to date.

Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Evidence of a willingness to engage with ongoing learning and professional development 	<ul style="list-style-type: none"> • Paediatric First Aid qualification • Food Hygiene Qualification • Safeguarding • Level 2 or 3 qualification in childcare or equivalent • English and Mathematics GCSE or equivalent
SPECIALIST SKILLS & EXPERIENCE	<ul style="list-style-type: none"> • Excellent communication and teamwork skills • Good organisational skills • Ability to plan and evaluate play opportunities for children aged 4-11 • Knowledge of how to support children to behave and play positively 	<ul style="list-style-type: none"> • Good knowledge and understanding of different learning needs • Competent in using computer systems including email and Microsoft Office • Experience of working with Primary-aged children • Experience planning and facilitating play opportunities for children
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children • Committed to the values of LJS and the Corporation of Oundle School • Passionate about working with children • Dedicated and hard-working • Able to take the initiative and put their ideas into action • Highly professional in their approach to work and relationships • Approachable and friendly with a sense of humour and perspective • Kind and caring, able to build positive relationships with all stakeholders • Enthusiastic and energetic • Resilient and reflective 	