



Hiltingbury Junior School Club

Job Description – Before / After School Club Assistant

Before School Club at the Junior School for Year 3 to Year 6

Job Purpose

- To assist with the running of Hiltingbury Junior School Before / After School Clubs.
- To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, creative play in a warm and welcoming environment.
- Be responsible to the club supervisor and to the Headteacher.

Job Duties

- **To follow guidelines and procedures for Safeguarding in accordance with Hiltingbury policies & procedures.**
- To ensure the provision offers a safe and stimulating play environment both inside and outside.
- To assist with the planning, preparing and delivery of activities to include crafts, leading play etc. under the direction of the club leader ensuring they are inclusive.
- To prepare and supervise tea time refreshments and snacks for the children as required.