

Ibstone CE Primary School

Assistant Community Facilitator

JOB PURPOSE

- To assist in the day to day running of our after school childcare facility, Kites Club/ Kites Holiday Club.
- To provide quality play opportunities and helping develop purposeful and creative play

DUTIES AND RESPONSIBILITIES:

The post holder will be expected to work under the direction of the lead facilitator to engage children in purposeful play/activities. The following does not represent an exhaustive list but gives an indication of the role of the post.

Hall Preparation

- To prepare the hall area for use, setting out equipment, apparatus etc.
- To put away materials after use and ensure associated areas remain tidy.

Planning and organisation

- To assist with the general management and organisation of children and resources/equipment which relate to Kites Club / Kites Holiday Club.

Working with Children

Under the guidance /direction of relevant member(s) of staff:

* To work with individuals or groups of children on specific activities

* To assist with the supervision of children:-

- encouraging high standards of behaviour at all times
- encouraging positive social skills between staff and pupils

* To assist children with:

- the attainment of personal hygiene skills
- developing good table manners and eating habits

Safeguarding

You must be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:

- Keeping Children Safe in Education 2021
- Child protection/safeguarding children
- Health, safety and security
- Confidentiality
- GDPR

Care and Welfare

- To assist with support care/first aid - when necessary. Similarly to enter details of accidents in the record book and to deal with minor medical needs in line with the School's policy and procedures.
- To ensure Health and Safety regulations are complied with at all times.

Professional Relationships

- To maintain a supportive and positive relationship with all colleagues.

Administration

- To undertake specific administrative tasks - associated with those children attending Kites Club or Kites Holiday Club
- To undertake any other reasonable duties as directed by the Headteacher.

Other Associated Tasks

Such as:

- attending relevant courses/training to develop experience and broaden awareness
- reinforcing the standards and expectations that exist within the School
- to ensure that confidentiality is maintained at all times.
- to promote the positive image of the School within the local community.
- to participate with the School's appraisal process.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working with children 	<ul style="list-style-type: none"> • Experience of working in a childcare setting or a play-based setting
Skills	<ul style="list-style-type: none"> • Encourage high standards of pupil behaviour at all times • Observe the boundaries of the role and respect confidential information • Act on their own initiative where necessary 	<ul style="list-style-type: none"> • Current 12-hour Paediatric First Aid Certificate • Food Hygiene Certificate & Training • Appropriate child protection training • Familiarity with the Early Years Foundation Stage
Personal Characteristics	<ul style="list-style-type: none"> • Be a good communicator • Have a good sense of humour • Be empathetic, tolerant, patient and calm • Be organised and resourceful • Have a willingness to learn and take on new skills • Be flexible and ready to adapt to changing circumstances • A willingness to embrace the Christian ethos of the school 	

The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.

Community Facilitator Assistant**Head Teacher**

Name:

Signed:

Signed:

Date: