



# OPORTO BRITISH SCHOOL

Knowledge • Vision • Humanity

## Job Description - After School Care Supervisor/Primary School Assistant

### STATEMENT OF OVERALL RESPONSIBILITIES

- To provide safe, high quality care and creative play opportunities for children within the After School Care Facility and be responsible for its day to day organisation, operation and administration.

### Main duties

- To ensure that the After School Care Facility is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and any fire drills or other evacuation procedures are carried out effectively.
- To provide full care for the children within the Care Facility including their collection from classes and their safe delivery to parents and/or named carers.
- To be responsible for providing a safe, stimulating environment for the children, with creative and appropriate play opportunities.
- To plan and prepare activities, games & displays.
- To supervise all Club activities including games, puzzles, construction toys, colouring in/crafts, etc.
- To report any issue of concern to the Head of Primary or in his/her absence to the appropriate person within the school.
- To ensure first aid and/ or medication is administered as necessary.
- To arrange and supervise the hygienic provision of refreshments for the children, recognising the principles of a balanced diet. (Fresh fruit, digestive biscuits, cup of Juice/Water).
- To carry out the day to day administration of the Care Facility including the keeping of proper records and other administrative tasks including incident and accident forms and books, information for the billing of parents and the purchasing of relevant materials and equipment.
- To work within the school's stated policies, procedures and practices including behaviour management, child protection, health and safety, equal opportunities etc.
- To carry out any other reasonable tasks within your competence as requested from time to time by the Head of Co Curriculum and/or Head of Primary
- To attend any training courses or seminars either organised by the school or paid for by the school to further your professional development.
- At all times whilst in the employ of the Oporto British School (OBS) you are expected to carry out your duties professionally and to promote the traditions, image and reputation of the OBS.

## **PERSONAL SPECIFICATION**

### **Essential Criteria**

#### **Knowledge and Experience**

- At least two years experience working with children in a child care environment.
- An understanding of the principles and practice of good quality childcare.
- Knowledge of Child Protection and Health and Safety regulations.

#### **Skills and Abilities**

- To be able to provide and facilitate safe creative play.
- Experience of working as part of a team
- Good communication skills and the ability to establish and maintain good relationships with pupils and their parents/carers.
- Good judgement in dealing with difficult situations.
- Strong administrative skills
- Ability to attend work regularly and on time

#### **Personal Qualities**

- The successful candidate will be well organised, personable, reliable and committed to providing high quality child care.
- Willingness to participate in training and development opportunities offered by the school to improve your ability to carry out the requirements of the post.
- Well motivated, energetic and enthusiastic.
- You will be able to demonstrate the ability to develop and maintain a good rapport with the children and their peers.

#### **Desirable Criteria**

- Previous experience in a similar role.
- Have or are working towards an appropriate qualification in a childcare area.
- Experience of administration including basic record keeping.
- Qualified first aider or willingness to work towards a qualification in first aid.
- Have or are working towards an appropriate qualification in food hygiene.

The school reserves the right to enhance or reduce any of the criteria set out above.