

## **AFTER SCHOOL CARE ASSISTANT (PREP)**

**Responsible to:** Aftercare Supervisor  
**Hours of Work:** 12.5 hours per week during term time  
Monday – Friday, 3.30pm – 6:00pm

After school care is an integral part of the day in our Prep School. We are looking for someone to care for our pupils aged 2 - 11 (the room is split into EYFS and KS1/2). The successful candidate will positively engage with the pupils and monitor their behaviour. A kind, caring and patient nature is essential, as well as enthusiasm and energy!

We would welcome applications from people looking for experience before starting a career in teaching or childcare.

**Typical duties will include the following:**

- Ensure that the children are ready for and attend the relevant after school activities.
- Maintain the Aftercare register and records of clubs attended by the children.
- Work with other staff to provide a happy, secure, safe and stimulating environment.
- Support the children with personal, social and emotional needs.
- Fully adhere to the requirements of the Aftercare Risk Assessment.
- Plan and prepare activities for the children where required, both indoors and outdoors.
- Actively supervise children ensuring that they are kept safe.
- Ensure that the children's dietary and medical requirements are met.
- Assist the Aftercare Supervisor with any safeguarding concerns and ensure that all safeguarding concerns are reported to a Designated Safeguarding Lead.
- Ensure that concerns about a child's health are referred to a first aider and the Aftercare Supervisor, and that information about any illnesses, welfare matters or injuries sustained by a child are communicated to parents.

**General Responsibilities:**

- To promote and safeguard the welfare of students you come into contact with.
- To be aware of and comply with all school policies and procedures.
- To be aware of, support and ensure equal opportunities for all, understanding the requirements of Equality and Diversity.
- To contribute to the overall ethos/work/aims of the school.
- To participate in training and other learning activities and performance development as required.
- To attend to any other duties as may be reasonably required by the Head of Prep or Headmistress.

*This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.*

## **AFTER SCHOOL CARE ASSISTANT (PREP)**

### **Person Specification**

#### **Qualifications/Professional Development**

- Level 3 qualification
- Paediatric First Aid qualification would be desirable, or willingness to undertake training

#### **Skills and experience**

- Experience of working with and caring for children in EYFS and/or KS1/2, with an understanding of how to meet each child's needs is essential
- Experience of leading and participating in activities with children in EYFS and/or KS1/2
- Effective communication and listening skills

#### **Knowledge**

- Sound knowledge of safeguarding principles (full induction will be provided)
- Understanding of early childhood development

#### **Personal attributes**

- Patience and enthusiasm
- Ability to work independently and as a member of a team
- Build and maintain positive relationships through effective interpersonal skills
- Responsible attitude to use of authority and maintaining discipline
- Excellent role model for staff and pupils
- Sensitivity to others and the ability to work cooperatively
- Understand and demonstrate a commitment to equality and diversity
- Excellent communication skills
- Think creatively to anticipate and solve problems
- Maintain a sense of perspective and humour
- Naturally demonstrate a 'can do' helpful attitude
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication
- Wholehearted commitment to the School's vision and the life of a vibrant school community

**AFTER SCHOOL CARE ASSISTANT (PREP)**  
**How to Apply**

Applications, addressed to Mrs Nina Hobson (Head of Prep), must include a completed school application form and a covering letter. Please submit these to the HR & Compliance Officer, Ms Corinna Gregory: [recruitment@edgbastonhigh.co.uk](mailto:recruitment@edgbastonhigh.co.uk). Applications with a CV alone will be rejected (as per the requirements of safer recruitment).

**Closing date is 9am on 21st July, and interviews will take place shortly after this.**

*To comply with KCSIE, Edgbaston High School for Girls is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks and Disclosure and Barring Services.*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."*

*Edgbaston High School is an equal opportunities employer.*

## **SCHOOL NURSE**

### **Person Specification**

#### **Qualifications/Professional Development**

- Registered Nurse
- Paediatric First Aid qualification (refresher training can be provided)
- Evidence of commitment to continuous professional development

#### **Experience**

- Experience of working with children is essential
- Experience of working in a school environment would be beneficial
- Experience of administering medication and first aid to children is essential
- Experience of caring for children with chronic and complex medical conditions is essential

#### **Required Knowledge**

- Knowledge and understanding of health and safety and regulatory requirements, including accident reporting
- Knowledge and understanding of correct procedures for safe storage and administration of medication
- Sound understanding of safeguarding principles
- Understanding of physical development of young people

#### **Skills and competencies**

- Empathy and understanding of the emotional needs of children
- Assertiveness in promoting and advocating the health and wellbeing needs of pupils
- Excellent written and verbal communication skills
- Highly practical with common sense and initiative
- Highly organised
- Excellent IT skills including proficiency in Microsoft Office tools, MIS or similar databases and accident reporting software

#### **Personal attributes**

- Build and maintain positive relationships through effective interpersonal skills
- Responsible attitude to use of authority and maintaining discipline
- Excellent role model for staff and pupils
- Sensitivity to others and the ability to work cooperatively
- Understand and demonstrate a commitment to equality and diversity
- Inspire, challenge, motivate and empower others
- Think creatively to anticipate and solve problems
- Work under pressure, maintaining a sense of perspective and humour
- Manage own time effectively and flexibly, whether working independently or as part of a team
- Naturally demonstrate a 'can do' helpful attitude
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication
- Wholehearted commitment to the School's vision and the life of a vibrant school community