



Westbourne
House School

PRE-PREP

CHILDCARE ASSISTANT

Responsible for: To assist in day to day organisation of the After School provision at Westbourne House School. Providing high quality care and supervision for children after school under the direction and guidance of the Childcare Supervisor.

Consulting with: All staff

Reporting to: Head of Pre Prep

Responsibilities of position:

- Assist with planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Ensure a wide variety of fun resources are available to children; consult with children and involve them in planning activities and liaise with teachers on school topics to guide themes.
- Providing comprehensive care for the children including collecting them from school classrooms and delivering them safely to parents/carers.
- Responsible for the safety of all children, including signing children in and out of after school care.
- Be self-motivated and use your own initiative. Be patient, cheerful and enthusiastic.
- Prepare suitable nutritious snacks for all children to ensure that hygiene, health and safety standards are met.
- Ensure excellent standards of behaviour management.
- Assist with making sure that the childcare setting is ready for childcare to begin at 3.15pm and that it is cleared away at the end of the session after 5.30pm.
- Encourage children to follow the Westbourne Way and provide observations on children in EYs.
- Providing support to assistants and other staff, including volunteers.
- Developing and maintaining good communication with all members of Westbourne community, and especially with parents.
- Understand the importance of safeguarding, report all concerns in line with school policy and always put the needs of the children first.
- Administer first aid and meet the medical needs of the children, and to be aware of any medical conditions or allergies of children attending childcare.
- Monitoring and maintaining a healthy, safe and secure working environment.
- Working within the framework of the WHS's policies and procedures, and the Early Years Foundation Stage.

Generic

- Attend all statutory training that is required to work within a School.
- Take part in the school appraisal system.
- Be sympathetic to the school's aims and ethos.
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description.
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

Safeguarding

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.