

JOB DESCRIPTION

JOB TITLE:	Late Club Helper
REPORTS TO:	Late Club Supervisor →Deputy Head
HOURS OF WORK:	Monday to Wednesday 3.25pm to 5.45pm term time only
RATE OF PAY:	£8.90 per hour
JOB PURPOSE:	

To supervise and support the pupils in extended day care.
Staff at Aldenham Prep School are expected to ensure that an atmosphere of mutual respect exists between them and pupils by following school policies and practices.

DUTIES:

- Arrive in good time to set up the Library for the children
- With colleagues, supervise the children at play, support their homework, hearing readers, watching TV and in the playground.
- Prepare a tea time snack, supervise the children eating it and clear away afterwards.
- Clear up at the end of the session, locking windows, putting away toys, games, cushions, ensuring computers are off and tidying Library and IT suite etc.
- See the children off site at 5.45pm.

We have a very happy team of Late Club staff and are looking for someone who is flexible and willing to be caring towards children at the end of their busy day.

The person we are long for must be a good timekeeper, good team-worker and have a calm, understanding personality.

No description of responsibilities can be fully comprehensive and this job description is subject to review and modification as necessary. The Late Club Helper is also required to carry out other reasonable duties as are from, time to time, required by the Headmistress.

Applications will only be accepted from candidates completing the enclosed Application Form in full. CV's will not be accepted in substitution for completed Application Forms but may be included along with the application form. Applications should be addressed to Mrs Debbie Clarke, Human Resources Manager, Aldenham Foundation, Aldenham Road, Elstree, Hertfordshire WD6 3AJ

Aldenham Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure application to the Disclosure and Baring Service and check against the ISA barred list for Children.