

Job Description

Job Title: After School Childcare Worker

Role: Responsible for the day to day running of the After School Service

Reports to: The After School Service Supervisor

Duties & Responsibilities:

- Responsible for the day to day running of the After School Service
- Responsible for the opening and closing of the premises
- Ensuring that policies and procedures are being adhered to
- Ensuring that the room is set out before the After School service opens
- Ensuring the safety and well being of children
- Ensuring good standard of hygiene
- Ensuring that the equipment is well maintained and safe to use
- Ensuring that all relevant records are maintained
- Organising fire drills on a regular bases
- Responsible for monies collected for weekly fees, which is to be given to Manager for bank lodgement
- To keep record of children's attendance and report absentees to manager where this will be followed up
- To assist children with home-work
- To plan out weekly menu for children and make list of food supply needed for week
- Planning the daily activities of the After School together with the Childcare assistants
- Liaising with After School Supervisor on a daily bases
- Assisting the After School Supervisor in allocating childcare places
- To report any grievances to After School Supervisor .
- Communicating with parent regularly on the progression of child/ren .
- Attending meeting when required.
- Attending relevant training.
- Any other relevant duties as directed by the After School Supervisor.