



JOB DESCRIPTION

After School Care Assistant

Job Title	Part time After School Care Assistant – Pre Prep Department (Key Stage 1) 11.25 hours per week (3.30pm – 5.45pm) Term time only, 36 weeks
Location	Broughton Manor Preparatory School, Newport Road, Milton Keynes, MK10 9AA

Role Summary	To support the Pre Prep staff with the learning and wellbeing of all pupils, and with after school care duties To be responsible for the day-to-day safety, and welfare of the pupils To uphold the excellent standards of achievement, progression, and personal growth of all pupils
Starting Salary	£4854.52 per annum

Key Skills	<ul style="list-style-type: none">● sensitivity and understanding for building good relationships with children and staff● excellent verbal communication skills for motivating children to learn● active listening skills to understand the children's' needs● patience and the ability to remain calm in stressful situations
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Training	Annual training <ul style="list-style-type: none">● Safer recruitment training● Paediatric First Aid.● Fire Awareness in Education.● Safeguarding Children.● Health & Safety Awareness.● Mental Health Awareness.● Food Safety & Hygiene.
Person Specification:	Preferred Requirements: A team player, able to work with colleagues, parents and children.



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To show initiative and flexibility when required

To work with positively with colleagues, children and families always upholding the school ethos of respect

To be able to always keep confidentiality.

Be honest, reliable and maintain excellent timekeeping and attendance.

Be willing to learn and adapt to the school's policies and procedures and uphold our high expectations.

Present a positive spirit and flexible approach to working in a busy school environment.

Essential Requirements:

You must have:

Good level of English skills

be well-organised

to enjoy working as part of a large team

Broughton Manor Preparatory School is committed to safeguarding and promoting the welfare of children and young people.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.



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PREPARATORY SCHOOL**
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