

# Job Description

**Post Title:** EYFS Afterschool Club Key Worker (Reception and Nursery)

**Grade:** SC5

**Contract:** Fixed-term (1 year)

**Hours:** Monday to Friday, 3:30 PM – 6:00 PM (12.5 hours/week, term-time only)

## Purpose:

The EYFS Afterschool Club Key Worker will lead wrap-around care for Reception and Nursery children, ensuring their development, safety, and well-being in a nurturing, play-based environment aligned with the EYFS framework. The postholder will act as the designated key worker for these year groups, liaising with parents and colleagues to support continuity of care between school and wraparound provision.

## Key Accountabilities:

- Ensure the safe arrival of children and secure handover to carers at the end of the day
- Plan and deliver safe, creative, and developmentally appropriate activities aligned with EYFS principles
- Act as key worker for Reception and Nursery children, supporting their individual development and care
- Liaise with teaching staff to support continuity between school and afterschool settings
- Maintain daily risk assessments and ensure a safe environment at all times
- Prepare and serve snacks, adhering to hygiene and safety protocols
- Administer and record first aid as appropriate
- Set up and tidy the space each day, maintaining a welcoming and stimulating environment
- Support with display and celebration of children's work in the afterschool club space
- Positively manage behaviour using appropriate strategies and policies
- Maintain confidentiality and uphold the policies and values of the school
- Ensure pupil ratios are maintained in line with statutory guidance
- Keep simple observations or notes as needed to support children's transitions and care
- Establish warm, professional relationships with parents and staff

## Safeguarding Responsibilities:

- Comply with all safeguarding policies and procedures
- Demonstrate a personal commitment to safeguarding and wellbeing
- Report concerns or incidents in line with the school's safeguarding policy
- Engage in safeguarding training and professional development
- Ensure Ofsted welfare requirements and EYFS safeguarding standards are upheld

# Person Specification

Essential:	Desirable:
<p><b>Skills, aptitude, knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Enthusiasm for working with children</li> <li>• An interest in the care, learning and development of children</li> <li>• A commitment to the provision of high-quality childcare</li> <li>• Experience of providing intimate care to children.</li> <li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li> <li>• </li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience acting as a key worker in an EYFS or childcare setting</li> <li>• Knowledge of the EYFS statutory framework</li> </ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Good organisational, record keeping and planning skills</li> <li>• Punctuality</li> <li>• Excellent communication skills, with children, colleagues, advisors and parents/carers.</li> <li>• Patience</li> <li>• Reliability and trustworthiness</li> <li>• A positive approach to inclusive practice, with children and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative and as part of a team</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A positive approach to completing relevant short courses and qualifications</li> <li>• Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 qualification in Early Years or Childcare</li> <li>• Current paediatric first aid certificate</li> <li>• Health &amp; Safety and/or Food Hygiene certificates</li> </ul>