

Job Duties & Responsibilities

Afterschool Assistant – The Growing Tree

Role:	AFTERSCHOOL ASSISTANT
Employer:	Roscommon Leader Partnership CLG
Location:	The Growing Tree, Ballaghaderreen
Contract:	School calendar Part Time Contracts Available

The Afterschool Assistant post will be based in The Growing Tree in Ballaghaderreen to provide afterschool/homework supports to children and young people.

Work duties and outputs will include:

- Assisting in the delivery of Afterschool/Homework support to children and families
- Adhering to the afterschool policies and procedures
- Adhering to national Childcare policies and regulation in the delivery of a safe and efficient service
- Planning activities and experiences with staff to meet children's individual needs
- Working in partnership with parents
- Keep documentation of works carried out on a monthly basis
- Submit accurate timesheets reflective of works carried out
- Efficient in offering a safe environment for children
- Any other duties that may be assigned your Managers.

The successful applicant will be required to work as part of a team and have:

- **Minimum FETAC Level 5 in Childcare is desirable but not essential**
- Minimum 1 years' experience in Childcare or Afterschool setting is desirable but not essential
- Competent in consideration of the needs of children
- Good Communication and relating to skills with children, staff and parents
- Up to date knowledge of legislation and regulations
- Updated Children's first safeguarding regulations and reporting procedures
- A full clean driving licence and own transport is required
- Satisfactory references and Garda vetting will be required

CONFIDENTIALITY OF THE SERVICE USERS, PARENTS, STAFF AND CENTRE TO BE MAINTAINED AT ALL TIMES

NOTE

This job description and list of duties is not exhaustive and may be reviewed, updated and/or amended from time to time in line with the ongoing development of Roscommon Integrated Development Company's operations and needs of the services.

