FARRINGTONS SCHOOL

JOB DESCRIPTION - FIZ CLUB ASSISTANT

The core purpose of this role is:

- To assist with before and afterschool care provision for Farringtons School pupils between ages of 3 and 11.
- To assist with the coordination of all activities within a safe and stimulating environment during out of school time in accordance with Farringtons School FIZ Club policies, procedures and regulations and by following the aims and values of Methodist Independent Schools mission statement and Farringtons School's christian values and ethos.

REPORTS TO

- FIZ Club Manager

WORKING HOURS

- Term Time only, 25 hours per week: Monday – Friday, 7.00am – 8.30am and 3.00pm – 6.30pm
- plus 25 days Holiday Cover, 8 hours per day, 40 hours per week

EXPERIENCE/QUALIFICATION

- Previous experience in a similar setting with 3 – 11 year-old children
- Relevant NVQ/Early Years qualification
- Current First Aid at Work or Paediatric First Aid or should be willing to be trained
- Sound knowledge of child protection procedures

PERSONAL SKILLS/QUALITIES

- Enthusiasm, caring attitude and passion in working with children
- Ability to work on own initiative, using judgement and common sense
- Ability to effectively communicate with children 3 - 11yrs olds
- Ability to provide and facilitate safe and creative play
- Being flexible, punctual, reliable with good organizational skills

RESPONSIBILITIES/DUTIES

- Helping with preparation of daily snacks and drinks, paying particular attention to snacks for children with special dietary requirements
- Ensuring each pupil coming to FIZ is registered in the daily attendance list, including the time of arrival
- Make sure children placed their belongings in a designated area and washed their hands before having a snack
- Serving of snacks during sessions
- If necessary, escorting pupils safely from and to activity places situated outside FIZ Club premises
- Assisting in setting up and clearing away materials and supplies as directed
- Providing a safe area for children with creative and age appropriate fun play or stimulating and exciting activities. Always checking with the FIZ Club Manager as to what activities you will be required to assist with on the specific day and which pupils you would be required to supervise during team games and while playing outside
- Keeping the activity and storage area tidy and ensuring toys and other equipment are not damaged
- Encourage children to develop a positive attitude and respect for themselves and others and to take responsibility for themselves and their actions

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- Assisting in the administration of FIZ Club, keeping relevant records (signing puils in and out, recording correct working hours and ensuring that the agreed FIZ Club procedures (Emergency and Accident, First Aid, Medication and Illnesses Policy, Incident Reporting, Fire Procedure, Confidentiality, Safety Policy, Complaints Log Procedure, Behaviour Policy, Safeguarding the Children, Data Protection Act, Photography, Late Collect, Allergy and Hygiene Policy and Risk Assessment) are fully implemented.
- Making sure every child leaving FIZ Club premises is signed out before they leave, including the time of collection. Pupils can only be collected by an adult/guardian who has been authorised to collect them on their registration form.

EXPECTATIONS OF FIZ STAFF

- Being a valued member of the FIZ Club team and a positive role model for every child
- Professional attitude always; being polite and caring to all
- Caring for personal appearance; wearing comfortable and suitable clothes and shoes for playing with children indoors and out
- No member can smoke, chew gum or use their mobile phones (unless in an Emergency) during working hours
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Generic Responsibilities for All Farringtons Staff

- To actively promote the aims and ethos of Farringtons
- To attend Open Morning – once a year normally the first Saturday in October
- To work within the Farringtons framework regarding Health and Safety
- To be committed to child safety and undergo child protection screening (DBS check) and training
- To promote equal opportunities at Farringtons
- To support Farringtons commitment to the continued professional development of all staff
- All staff are expected to be willing to contribute to the Farringtons School co-curricular Floreat Programme
- To undertake any additional duties as may reasonably be requested by the Head or members of SMT

Safeguarding

- To actively support and uphold the school's commitment to safeguarding and promoting the welfare of children and young people
- To always comply with the School's Safeguarding and Child Protection Policy and procedures at all times, including appropriately recording and reporting any safeguarding concerns or disclosures to the Designated Safeguarding Lead (DSL)
- All staff are expected to share the school's commitment to safeguarding and promoting the welfare of children and young people
- The school operates safer recruitment procedures. Appointment to this role will be subject to the appropriate pre-employment checks, including satisfactory references, right to work checks and an Enhanced DBS check, together with any other checks required for the role

Prevent Duty

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- To support and uphold the school's responsibilities under the Prevent Duty, remaining alert to the risks of radicalisation and extremism and reporting any concerns in accordance with the school's safeguarding procedures.
- To support the school in ensuring that staff understand their responsibilities under the Prevent Duty and can recognise, respond to and report concerns relating to children and young people who may be vulnerable to radicalisation or extremism.
- To support and promote the school's values of respect, understanding, tolerance and inclusion, helping to create an environment in which pupils value diversity and are supported to make safe, informed and well-considered decisions.

Health and Safety

- All employees are required to take reasonable care for their own health and safety and that of pupils, colleagues and others who may be affected by their actions, in accordance with the Health and Safety at Work etc. Act 1974 and the School's Health and Safety Policy.

Data Protection / GDPR

- All employees are required to familiarise themselves with and comply with the School's Data Protection policies and procedures, including all applicable UK GDPR and data protection requirements.

Code of Conduct

- All Employees are expected to demonstrate consistently high standards of personal and professional conduct.
- All Employees must maintain high standards of the aims and ethos of the school both within and outside school, by:
    - treating pupils, staff and parents with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to the employee's professional position
    - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
    - showing tolerance of and respect for the rights of others
    - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
    - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
    - having proper and professional regard for the ethos, policies and practices of the school in which they work and maintain high standards in their own attendance and punctuality.

This job description will be reviewed on an annual basis and following consultation with you may be changed to reflect the changes in the job requirements and reflect the true nature of the role which are commensurate with your job title.

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How to Apply

Please send in your completed application form, and supporting statement to:
recruitment@farringtons.kent.sch.uk

The closing date for applications: Monday 16 November 2026 at noon
Early applications are recommended as we reserve the right to appoint before the closing date.

Interviews: Interviews will be held week the following week

Farringtons School is committed to safeguarding and promoting the welfare of children and we will check the suitability of staff to work with children.

The school follows safer recruitment checks which includes obtaining references, right to work checks and as this role will involve direct contact with children, all staff are required to undertake an enhanced DBS check through the Disclosure and Barring Service.

All shortlisted candidates will undergo online screening checks. This practice is part of the "Keeping Children Safe in Education" (KCSIE) statutory guidance, which recommends schools conduct online searches for due diligence on shortlisted candidates to identify any publicly available information that might relate to their suitability to work with children