

Job Description			
Created:	Liz Free	Date:	8/4/25
Checked / approved:	Franziska Winkler	Date:	8/4/25

Job Title	After School Care Assistant
Purpose: To assist in the day-to-day activities of the ISR After School Care Programme, ensuring that all students are happy, actively engaged in age-appropriate enrichment activities, supported and safe.	
Place of work:	Buchs SG
Line Manager:	After School Care Lead (ASCL)
Direct Reports:	None
General Task, responsibility, competence:	<ul style="list-style-type: none"> • Greeting children and checking that all children registered for ASC are present. • Maintain an accurate record of student attendance which should be submitted to the ASCL. • Distribute snacks to children, taking note of any allergies/individual needs. • Ensure appropriate and engaging design and delivery of activities to meet student interests and create a home-from-home environment where children can play, learn and rest. • Ensure adequate and safe supervision of children. • Ensure that children participating in other after school activities are in the designated area. • Ensure that children leave the centre only with authorised persons. • Provide first aid or inform ASCL about any student needs as necessary. • Undertake personal development through continuing professional development (CPD).
Requirements profile:	<ul style="list-style-type: none"> • Experience and/or an interest in working with young children. • Interest, experience and demonstrated initiative in developing/organising enjoyable, creative and playful activities with young children. • Fluency in English. • Interculturally aware and open to working in an international and diverse community. • Shows initiative and a 'can do' attitude to their work. • Models the ISR Code of Conduct in all that they do.
General instructions, directives and regulations:	<ul style="list-style-type: none"> • To be aware of, and compliant with, all ISR policies. • To be aware of, and embed, the ISR Guiding Statements within the role and all activity. • To read and adhere to the ISR Staff Handbook & Declaration.
Special conditions:	ISR is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
The present job and task description is subject to the changing needs of the school and is influenced by organisational developments. It may change accordingly. In addition, the school may also issue additional or different responsibilities and/or activities that are in essence part of the role. The job description is periodically reviewed and adjusted.	