

**JOB DESCRIPTION**

Role: Breakfast Club/After School Club Assistant

Grade/Rate of Pay: 1

Hours: 6.25hrs per week

Responsible to: Headteacher

Direct Supervisory Responsibility: None

**Main Purpose of the Role:**

To assist in the day to day organisation of the out of school club and take care of the children in all areas inside and outside of the school.

**Duties and Responsibilities:**

* To provide full care for the children, including receiving them safely from their parents or carers and escorting them.
* Provide snacks and refreshments
* To assist pupils before/after school whether indoors or outside in accordance with the instructions of the line manager
* To implementing the school behaviour policy
* Plan and supervise learning activities for the pupils
* To ensure positive social interaction between children
* To interact positively with children to encourage them to engage in meaningful and constructive activities
* To prepare the area to include moving and setting up tables and chairs and to wash dishes
* To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods
* To remain aware of children’s food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned.
* Be responsible for children during indoor / outdoor activities and ensure that everyone is accounted for.
* Provide minor First Aid care in accordance with the school’s Health and Safety Policy, reporting any accidents in the First Aid log and inform the class teacher/Headteacher where appropriate
* To mop up and wipe spillages from the floor surfaces or meal tables, and ensure that the areas are left in a tidy condition.

**General:**

* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Headteacher
* Promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
* To comply with individual responsibilities, in accordance with the role, for Health and Safety in the work place
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* The Crofty Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
* The duties above are neither exclusive non exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

**Person Specification**

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|  | **Essential** | **Desirable** | **Recruiting method** |
| **Education and Training** | Good levels of literacy and numeracy | First Aid Certificate  Basic Health and Safety at work certificate  Food Hygiene Certificate | Application |
| **Skills and Experience** | Experience of working with children in a supervisory capacity  Good communication skills    Ability to prioritise between different demands  Ability to provide and facilitate safe and creative play  Ability to work as part of a team | Experience in preparing and serving simple meals  Experience in working with children in a similar environment | Application/Interview/Assessment |
| **Specialist Knowledge and Skills** | Knowledge and understanding of child development  Understanding and commitment to good quality childcare  Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people  Demonstrates an awareness, understanding and commitment to equal opportunities |  | Application/Interview/Assessment |