



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 nor 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

	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