

HILLSIDE AVENUE PRIMARY AND NURSERY SCHOOL

JOB DESCRIPTION

POST TITLE:	Wraparound Care (Breakfast & After School Club Assistant)
RESPONSIBLE TO:	Breakfast & After School Club Supervisor
GRADE:	C
POSTHOLDER:	TBC

GENERAL RESPONSIBILITIES:

As a Breakfast & After School Club Assistant you will be working within a small team of staff to ensure that a quality service is provided within the school's Breakfast & After School Clubs.

- To fulfil legal and statutory requirements on a day-to-day basis.
- To present a professional image of the clubs by providing safe, stimulating and friendly high-quality care.
- To implement Wrap Around Provision policies.

MAIN RESPONSIBILITIES:

- To assist in the day to day running of the Wrap Around Provision, keeping up to date records of registers and signing children in and out of the club safely.
- To maintain a safe and secure environment for children, staff and other visitors which includes the regular checking of equipment, hygiene of equipment and ensuring fire drills are regularly practiced.
- To undertake training in Paediatric First Aid, Allergy/Anaphylaxis and Food Hygiene and any further training as appropriate.
- To be involved in monitoring and ordering resources and ensure that activities on offer are user friendly and consider the intrinsic differences in all children who attend.
- To help set up and clear away all equipment/activities after sessions.
- To deliver activities using staff expertise and skills available.
- To actively support the children's social development and set a positive role model for the children.
- To prepare and serve food to pupils. To assist in the monitoring of stock.

- To promote the building of strong links between the Wrap Around clubs and parents/carers regarding school activities and feedback on individual children's involvement in sessions.
- To implement the settings child protection policy and ensure that any concerns are raised and recorded in line with policy and legal requirements.
- Any other duties deemed necessary for the safe and efficient running of the after school club.

WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

REVIEW:

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the academy in relation to the post holder's responsibilities and duties.

Agreement and review

Signature:

Print Name:

Date: