

Job Profile



Post	Breakfast & After School Club Assistant
Salary	Point 5-6

Main Job Purpose

- To provide children with breakfast / after school snacks
- To plan and provide a range of engaging activities for children aged between four and eleven
- To interact with children, parents and staff in a friendly, caring manner
- To ensure that high standards are maintained at all times, in line with school policy and procedure
- To ensure that health and safety standards are maintained at all times

Reporting to:

The Owsnest Manager (immediate line manager) and Principal
The Head of School (supervisor for children's matters)

Main Duties

- Prepare breakfast / snacks as appropriate, for the children attending the club.
- Provide activities for children who attend the club; activities that are varied, inclusive and engaging.
- Provide for the safety and well-being of all the children at the club, taking account of each individual's social and emotional needs, in line with school policy and procedure.
- Make appropriate child-based records, in line with school policy and procedure.
- Model high standards of professional standards to the children at the club, in line with school policy and procedure.
- Maintain the highest standards of control and discipline.
- Interact with parents in a caring, professional manner.
- Maintain records of attendance at the childcare club.
- Report issues of concern about a child to the Head of School (or member of staff, in her absence) - as soon as possible.
- Report administration concerns to the Owsnest Manager - as soon as possible

- Foster an atmosphere of mutual respect; fulfil the behaviour, equal opportunities and inclusion policies of the school
- Work in a professional manner, alongside other members of the team, respecting their work requirements.
- Maintain a tidy environment, ensuring all play equipment is returned safely and appropriately by the end of the session.
- Ensure that all policies relating to the school are adhered to.

Qualifications / Training Requirements

- Paediatric first aid
- Foundation level safeguarding
- PREVENT
- CIEH level 2 (food handling) if required
- Fire safety
- All other training as deemed necessary by the Principal, or as required through legislation

Ideally NVQ Level 2 or 3 Childcare / Early years qualification, however this is not an essential requirement for this position. In the absence of an NVQ Level 3 trained practitioner, the childcare club will be run in liaison with the support of teaching staff – in particular, the Principal.

Decision Making

The jobholder is expected to follow procedures to resolve routine problems encountered in the day to day running of the club but to seek assistance, or approval to their recommendations, for anything more unusual

Resources

The jobholder is responsible for:

- The safe keeping of children's personal property e.g. coats, books, bags etc.
- Stock - food for snacks, consumables for club activities and play equipment.
- Ordering equipment, as required.

Working Environment

The jobholder is based in a club setting and there is regular background noise and time out of doors in a variety of weathers. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils. The work includes walking to the playground to supervise children activities.

There may occasionally be the need to deal with body fluids when giving personal care to pupils.

Other Duties

The jobholder may be required to perform duties other than those given in the job description. Particular duties and responsibilities may vary from time to time without changing the overall level of responsibility. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.