

School/College:	Blaby Stokes Primary School
Job Title:	Before / After School Assistant
Grade:	5
Responsible To:	Senior Leadership Team
Key Relationships/ Liaison with:	Teachers, Classroom support staff, Before and After School Leaders.
Job Purpose:	To support the Afterschool Club leader in the provision of high-quality activities for pupils before the start of the normal school day.

MAIN DUTIES AND RESPONSIBILITIES:

1. Assist in planning programs of activities appropriate to the age and ability of the group. Where appropriate to lead small activities with small groups.
2. Supervise, support, and assist pupils undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
3. Manage behaviour in line with the school and club policy
4. Interact with and respond positively to children, young people and adults.
5. To provide toileting support to pupils as necessary
6. Safeguard the children and be aware at all times of appropriate Health & Safety procedures.
7. Meet and greet parents and children as they arrive/depart
8. Assist with the organisation of equipment and accommodation.
9. Set up area before children arrive and pack away at the end of the session (ensuring kitchen and other areas are cleaned after each session)
10. Settle children and serve breakfast or afternoon snack in line with food hygiene practice encouraging the children to be independent
11. Undertake and maintain food hygiene qualification
12. Mop up spillages and accidents with the use of appropriate materials/equipment.

13. Comfort and supervise pupils who are ill or have had an accident, administering to their needs, as appropriate and referring to the First Aider ensuring that accidents are recorded appropriately.
14. Being aware of confidentiality issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
15. Participating in appropriate school-based meetings and training activities.
16. Undertake any other duties which may reasonably be regarded within the nature of the duties and responsibilities of the post.
17. Refer any instance of unacceptable behaviour or concerns about pupils to the club leader and as appropriate discuss directly with parents.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Job Description

	Essential	Desirable	How assessed
Qualifications <ul style="list-style-type: none"> Level 2 qualifications in maths/numeracy and English/literacy 	✓		App/Doc
Experience <ul style="list-style-type: none"> Experience of supporting children in a formal setting 		✓	App/Int/ Ref
Knowledge <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures. 	✓		App/Int/ Ref
Skills/Attributes <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills Empathy with children and young people. Ability to work effectively as part of a team. 	✓ ✓ ✓ ✓		App/Int Int/Ref Int/Ref Int/Ref
General Circumstances <ul style="list-style-type: none"> Attendance - evidence of regular attendance at work. An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓ ✓		App/Ref/ Med App/Int
Factors not already covered <ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010 	✓		Med

Key for Person Specification:

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical

Questionnaire

Doc = Documentary Evidence (E.g., Certificates)