

**MANOR MULTI ACADEMY TRUST**  
**Job Description: Breakfast/After School Club Assistant**  
**Brindley Heath Academy (MMAT)**

**Duties & Responsibilities of After School Club Assistant**

We expect our After School Club Assistant at Brindley Heath Academy to uphold our core values of **Integrity; Ambition, Collaboration, and Inclusion**; act with honesty; keep their knowledge and skills as a After School Club Assistant up-to-date and are self-critical; forge positive professional relationships; and work with everyone concerned in the best interests of the pupils.

**Core Purpose**

The core purpose of a After School Club Assistant at a Brindley Heath Academy is to assist with supervision of children in after school clubs by providing a safe, nurturing environment for the children and to provide and organise appropriate activities during the club sessions.

**Main duties and Responsibilities**

- To support the After School Club Manager and work in partnership with Headteacher and school staff.
- To welcome children into school in a warm manner and ensure they get to classrooms in a timely fashion for the start of the school day.
- To promote good practice in a professional and inclusive manner.
- Be fully involved in all activities associated with the childcare provision.
- To understand, work within and promote and contribute to the ongoing development of the club's policies and procedures.
- To have an understanding of the Statutory Requirements and the ability to meet them.
- To meet the post holder's responsibility for promoting and safeguarding the welfare of children and young people with whom s/he comes into contact, including adhering to and ensuring compliance with the Child Protection Policy Statement at all times.
- To work closely with all school staff to create and develop open and inclusive working partnerships which support the development of the children.
- To help prepare healthy food and refreshments.
- To have a sound knowledge and understanding of safeguarding and take the lead in reporting concerns appropriately.

**Continuing Professional Development**

- Undertake any necessary professional development, taking full advantage of any relevant training available.
- Attend staff inset.

**Safeguarding**

Manor MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). In line with the KCSiE guidance, the school may also conduct online searches of any shortlisted applicants.

### General Conditions

This job description is subject to annual review. It may be amended only after full consultation with the After School Club Assistant concerned. It will be signed if agreement is reached.

If following review and amendment, agreement is not reached the appropriate procedures should be used for settling disputes.

Signatures

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After School Club Assistant

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Headteacher

### Person specification

CRITERIA	QUALITIES	ESSENTIAL	DESIREABLE
<b>Qualifications</b>	Basic literacy and numeracy skills (e.g., GCSE English and Maths or equivalent)	✓	
	Paediatric First Aid (or willingness to train)	✓	
	Level 2 or 3 qualification in Playwork, Childcare, or equivalent		✓
<b>Experience</b>	Experience working with children aged 4–11 in a school or childcare setting	✓	
	Experience planning or delivering activities (e.g., sports, crafts, games)		✓
	Experience working in a school-based breakfast or after-school club		✓
<b>Skills &amp; Abilities</b>	Ability to engage children in play and structured activities	✓	

	Ability to maintain a safe, clean, and welcoming environment	✓	
	Good communication and interpersonal skills	✓	
	Ability to work as part of a team and independently	✓	
<b>Knowledge</b>	Understanding of safeguarding and child protection responsibilities	✓	
	Awareness of health and safety and hygiene standards	✓	
	Knowledge of basic behaviour management techniques		✓
	Knowledge of nutritional guidelines for children		✓
<b>Personal Attributes</b>	Friendly, caring, and enthusiastic attitude	✓	
	Reliable, punctual, and flexible	✓	
	Professional, calm, and patient under pressure	✓	