

JOB DESCRIPTION - Generic Responsibilities

Title:
BAFSC Practitioner/Holiday Club Practitioner

Grade: BR4 Point 12

Reports to: Before & After School Club Manager

MAIN PURPOSE OF THE JOB

To assist in the day to day organisation and operation of Crofton Infant/Junior School's Before and After School Club/Holiday Club. To ensure the club provides safe, high quality before and after school play and care for children.

MAIN DUTIES AND RESPONSIBILITIES

- Take part in the day to day organisation and operation of the out of school hours facility.
- Assist in the planning for a range of suitable activities
- Provide a safe and creative environment
- To adhere to the safeguarding/child protection procedures in the Before and After School Club/Holiday Club; advising the school's Designated Officer of any concerns.
- Administer first aid as required and deal with any medical needs with due care to training received and adhering to individual child's care plans
- To ensure the safe collection and escorting of children to and from the Before and After School Club/Holiday Club between Crofton Infant and Junior school
- To record and inform parents/carers of any incidents or accidents relating to their child, obtaining signatory proof to confirm that the parent/carer has been duly informed.
- To ensure that the Before and After School Club/Holiday Club is a safe environment for the children, that equipment is properly maintained and safe for use, safety procedures are implemented at all times, adhering to the school's Health and Safety Policy. To report any identified safety concerns to the School Bursar/Business Manager.
- To be aware of fire evacuation procedures
- To assist with the serving of the breakfast and the after school meal. To ensure that high hygiene standards are maintained with regard to food storage and preparation, maintaining all records of procedures to comply with Food Safety Regulations.
- To support the manager in maintaining Ofsted and the Trust's standards.
- To undertake relevant training as deemed necessary.
- To undertake any other duties as may become necessary as directed by the Headteacher.

This job description can be amended at any time following discussion between the Head Teacher and the member of staff.

Employee signature: _____

Date: _____

PERSON SPECIFICATION

Mosaic Schools Learning Trust	Department/Directorate: Education
Job Title: Before & After School Club Assistant/Holiday Club Assistant	Post Reference No:
Qualifications/Education/Training:	
Level 2 qualification in either Childcare and Development or equivalent Paediatric First Aid Universal Safeguarding Level 1	
Experience:	
Working with or caring for children of primary school age Experience of working in a similar setting	
Skills and Abilities:	
Good numeracy and literacy skills Good ICT skills Strong supervision skills Ability to work on own initiative and as part of a team Effective communication and organisational skills Ability to establish and maintain good relationships with all members of the school community	
Specific Working Requirements:	
Professional manner and attitude Ability to relate well to children Trustworthy, reliable and punctual with a flexible approach to work	