



## **Job Description**

|                     |  |
|---------------------|--|
| <b>Job Title</b>    | Extended Club Assistant                                      |
| <b>Grade/Salary</b> | Grade 4, point 5 to 6  |
| <b>Reporting To</b> | You will have a named line manager (School Business Manager) |

### **Job Purpose**

- To lead and organise the extended school provision when required
- To assist and attend to pupils' personal needs and provide general support in supervising and managing pupils at the extended school Club. This post also involves preparing food; organising activities, ordering of resources, staff rotas

### **Key Responsibilities and Accountabilities**

#### **The post holder will:**

- Ensure registers are taken daily
- Be enthusiastic, encouraging pupils to eat a healthy food and ensure they are ready for learning;
- Attend to pupil's basic needs, ensuring they are clean and cared for when they attend Breakfast club and after school club
- Play with children to keep them engaged; organise the activities in line with planning, responsibility for the planning of sessions
- Contribute to a calm, purposeful and relaxed atmosphere;
- Greet children on arrival at club, provide and supervise play;
- Prepare food as required, as per menu of day;
- Follow Risk Assessments guidelines;
- Follow Food Hygiene guidelines;
- Supervise pupils, ensuring their safety;
- Report to the Class Teachers and Parents in line with behaviour policy, any pupil problems or behavioural difficulties in accordance with academy's policy and work at all times within safeguarding guidelines;
- Deal with incidents in accordance with agreed school policy strategies; encourage pupils to take responsibility for their own behaviour;
- Liaise with parents;
- Assist younger children to cut up food;
- Check that pupils arrive at their classrooms safely into the care of their teacher; responsible for the release of children at the end of the day to parents
- Report all accidents to their Line Manager and complete relevant forms, as required;
- Ensure that any person on the premises is authorised to be there;
- Make sure all eating and dining equipment is packed away and if required help to clean the dining area.
- Ensure safeguarding procedures are followed, walkie talkies and phones available and SLT in charge are aware daily of the after school club

### **Relevant working conditions**

- The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying;
- Appropriate clothing should be worn and plastic gloves should be worn when preparing food; HACCP policy followed at all times

### **Responsibilities for Resources**

- Effective use of materials and resources

### **Responsibilities for Budgets and People**

- None

### **Performance Management and Review**

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line- manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Appraisal Policy.

### **Core responsibilities and duties**

#### **All postholders are required to:**

- Ensure that they understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of pupils as set out in the Trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals
- Work effectively as part of team;
- Attend relevant meetings, as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required;

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

**Person Specification**

| No.                                    | Categories  | Essential or Desirable | Assessed by: |                   |
|--|---|------------------------|--------------|-------------------|
|  |   |                        | App Form     | Interview or Task |
| <b>Qualifications</b>                  |   |                        |              |                   |
| 1.                                     | Basic numeracy and literacy skills;   | E                      | ✓            | ✓                 |
| 2.                                     | Level 2 qualifications in numeracy, literacy or childcare, or a willingness to work towards;                            | D                      | ✓            | ✓                 |
| 3.                                     | Understanding of safety and security;   | E                      | ✓            | ✓                 |
| 4.                                     | Understanding of Safeguarding and Child Protection Issues;  | D                      | ✓            | ✓                 |
| 5.                                     | Food hygiene qualifications;  | D                      | ✓            | ✓                 |
| <b>Experience</b>                      |   |                        |              |                   |
| 6.                                     | Experience of taking care (and charge) of groups of children (paid or unpaid);  | E                      | ✓            | ✓                 |
| 7.                                     | Experience of working in a school environment;  | D                      | ✓            | ✓                 |
| <b>Abilities, Skills and Knowledge</b> |   |                        |              |                   |
| 8.                                     | Work as an effective team member and apply directions/instructions;   | E                      | ✓            | ✓                 |
| 9.                                     | Able to keep accurate records, in line with relevant policies;  | E                      | ✓            | ✓                 |
| 10.                                    | Able to follow written and verbal instructions (e.g. the behaviour policy);   | E                      | ✓            | ✓                 |
| 11.                                    | Practical supervision skills (in relation to children and young people);  | E                      | ✓            | ✓                 |
| 12.                                    | Able to make decisions as to when to involve senior staff in difficult situations;                                      | E                      | ✓            | ✓                 |
| 13.                                    | Able to organise self to plan and complete tasks;   | E                      | ✓            | ✓                 |
| 14.                                    | High personal standards, and able to be a positive role model and show a caring and understanding approach to children; | E                      | ✓            | ✓                 |
| 15.                                    | Very high levels of concentration & alertness required;   | E                      | ✓            | ✓                 |
| 16.                                    | Knowledge of basic health and safety and hygiene;   | E                      | ✓            | ✓                 |
| 17.                                    | An excellent record of attendance and punctuality;  | E                      | ✓            | ✓                 |
| 18.                                    | Knowledge of basic first aid;   | D                      | ✓            | ✓                 |
| 19.                                    | Reliability, integrity and stamina;   | E                      | ✓            | ✓                 |
| 20.                                    | Respect confidentiality.  | E                      | ✓            | ✓                 |