**Hitherfield Primary School & Children’s Centre**

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| **NAME**  **POST** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ START DATE: \_\_\_\_\_\_\_\_\_\_  Breakfast/Afterschool Assistant |
| **GRADE** | Scale 2 point 3 – 4 (£25359 - £25776) FTE |
| **RESPONSIBLE TO** | Breakfast/Afterschool Manager |
| **REPORTING TO**  **MAIN PURPOSE OF THE POST** | Deputy Headteacher  To assist in the day to day organisation of the Breakfast  /Afterschool Club and supervise and take care of the children in all areas inside and outside of the school. |

**Main Functions**

1. To provide full care for the children, including receiving them safely from their parents or carers and delivering children to school and collecting children from school.  This will include the provision of breakfast/light tea and refreshments.
2. To supervise pupils before/After school whether indoors or outside in accordance with the instructions of the club Manager.
3. With direction from the Breakfast/Afterschool club manager/visiting tutor to be willing to deliver additional activities e.g. dance, drama club.

4. To provide positive and firm control by implementing the school behaviour policy and provide positive play experiences.

5 To deal with cases of unruly or unsocial behaviour by pupils in line with the school Behaviour Policy.

1. To ensure that any injury or sickness of pupils is reported immediately to the First Aider and/or breakfast/afterschool club manager and the office.  Where appropriate, administer basic first aid and record all details in the first aid book. To clean up after sickness/soiling of children.
2. To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the eating area is left in a tidy condition.
3. To take part in the day to day administration, record keeping, completion of parent feedback sheets.
4. To ensure that all children are delivered safely to classes at the beginning of the school day.
5. To carry out housekeeping duties as required.
6. To carry out the above duties in accordance with the School’s Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up.  The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.  This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed: ………………………………………………….. Date ……………………………………….

**Person Specification**

**Job title: Breakfast and Afterschool Club Assistant**

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| **Education / Training / Qualification** | |
| NVQ Level 2 in childcare and development/play work | Desirable |
| Commitment to continuing professional development | Essential |
| Food Hygiene Certificate and/or experience of handling food and good practise regarding hygiene and health and safety when handling/preparing food. | Desirable |
| First Aid Certificate | Desirable |
| **Experience, skills abilities & knowledge** | |
| Experience of interacting with Children aged 3 and over | Essential |
| Ability to plan and deliver good play opportunities for children aged 3 and over | Essential |
| Ability to use technology to support planned activities and personal learning | Desirable |
| Knowledge and understanding of good practice in relation to Health and Safety and Safeguarding Children | Essential |
| Ability to demonstrate good written and verbal communication skills | Essential |
| Be able to work as part of a team | Essential |
| Knowledge of equalities and practices and a commitment to carry out duties with regard to principles of Lambeth’s Equality Policy | Essential |
| Ability to work positively and inclusively with parents/carers, school staff, the local community and other relevant agencies | Essential |
| Commitment to ongoing professional development | Desirable |
| Ability to work positively and inclusively with parents/carers, school staff, the local community and other relevant agencies | Essential |