



Our Lady and Saint George's Catholic Primary & Nursery School

JOB DESCRIPTION

Job Title:	Breakfast and After School Club Assistant
Grade:	NJC Scale 2 point 3
Responsible to:	Senior Leadership Team
Key Relationships:	Pupils, School Leadership Team, Catering Staff, School Staff and Parents
Level of Disclosure:	Enhanced
Working Hours:	Monday to Friday (Term time only) Breakfast Club 5 hours per week (7:30am - 8:30am) After School Club 12.5 hours per week (3pm– 5:30pm)

Job Purpose

To work as part of a team in supervising children attending Breakfast and or After School Club, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

Childcare Assistants have a shared role within the school in helping to raise the social achievements of pupils. They are responsible for ensuring that before and after school care is an enjoyable and safe experience for all the children.

Key Duties and Responsibilities

- Assist in preparing the Breakfast or After School Club facilities and activities to ensure quality standards agreed are met.
- Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity areas and/or playground as appropriate.
- All staff are responsible for the continuous supervision of all children. Children must be supervised at all times in order to ensure their safety.
- Help organise play and art activities, reading and homework support.
- Establish good relationships with children - interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Ensure health and safety of children - maintain a register of children attending, control access to other parts of the school, where relevant - administer any necessary basic first aid, record all injuries immediately in the accident book and inform parent/carer, ensure children understand action to be taken in case of fire.

- Recognises the quality of the Breakfast and After School Club has an impact on learning and on pupils' attitude to school.
- Takes pride in providing enjoyable activities for pupils.
- Anticipates pupils' needs and makes suggestions to support them.
- Speaks clearly and listens carefully to pupils, using questions to check understanding.
- Is tactful when talking to pupils.
- Staff must positively communicate all colleagues in a friendly and helpful way. Any queries or problems should be reported immediately to the senior leadership member on duty
- Builds effective working relationships with others by being open and honest e.g. admitting when a mistake is made.
- Acknowledges the needs of different people e.g. help new starters to settle in the school.
- Is tactful when talking to other colleagues.
- Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour.
- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the School's Equal Opportunities policies and Catholic ethos.
- Be responsible for your own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Other requirements:

- To have an up-to-date Enhanced DBS Disclosure.

CHILDCARE ASSISTANT - PERSON SPECIFICATION

JOB REQUIREMENTS	Essential	Desirable
Qualifications and Experience		
Current First Aid Certificate		✓
Experience of working with children	✓	
Experience of working as part of a team to achieve objectives		✓
Education and Training		
Ability to communicate effectively in English	✓	
Ability to speak a community language other than English		✓
Skills, knowledge and abilities		
Ability to work positively and effectively both individually and as part of a team	✓	
Ability to have positive interactions with adults and children of all ages	✓	
Ability to work with children from a wide range of social and cultural backgrounds	✓	
Ability to help children resolve conflicts constructively	✓	
Ability to deal in a calm and confident manner with behavioural issues	✓	
Ability to deal effectively with minor accidents and injuries	✓	
Able to maintain confidentiality at all times about school issues, within school and in the wider community	✓	
Knowledge and understanding of Health & Safety standards within a school setting, particularly security		✓
Other Job Specific Requirements		
A willingness to promote the ethos of the school	✓	
Commitment to the School's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	✓	
Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974.	✓	
An awareness of all policies, procedures and documentation	✓	
Disqualifying Factors		
Indication of sexist, racist, or anti-disability attitudes or any other attitudes in conflict with the School's Equal Opportunities Policy		
An inability to provide relevant documentation which permits working in the UK eg passport, visa and work permit, birth certificate		

E = Essential requirements (*those without which a candidate would simply be unable to do the job*)

D = Desirable (*those which would be useful for the post-holder to possess*)