

Job Description

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| Job title: | Breakfast Club and After School Club Assistant |
| School: | Graven Hill Primary School |
| Line manager: | Headteacher |
| Hours / Salary: | 7.30am-8.45am and 3pm to 6.15pm (22.5 hours per week) Actual Salary £11,874 (£3,298 for breakfast club and £8,576 for after school) |

Main purposes of the job

The general principle that the children must be supervised at all times in a suitable manner must be adhered to, thus securing the safety, welfare and good conduct of the pupils.

Main responsibilities and tasks

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| Experience | Experience of working with children of relevant age |
| Qualifications/Training | Desirable – Relevant Level 3 Qualification Paediatric First Aid Training |
| Knowledge/Skills | To assist with providing and supervising safe play activities for children To set out the equipment before each session commences and clear away at the end To foster each child's self-image and esteem and establish relationships which are based on mutual respect To provide a nutritious and healthy breakfast/tea for the children in the club To promote an understanding of health issues such as healthy eating, dental health To ensure good working relations between the parents and staff To provide and maintain equality of opportunity for all children and their families To follow the school's Behaviour Policy To provide support to children including first aid if trained To attend training as reasonably requested To assist with the supervision of pupils both indoors and outdoors, having due regard to Health and Safety regulations and Policy To liaise with school staff as required To complete any other duties required by the Headteacher or Leadership Team which may reasonably be requested |

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Pre-school. You are also required to be flexible and adaptable with respect to your role.

Job Description

Signatures – line manager and job holder

Signature of Manager:

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Date:

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Signature of post holder:

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Date:

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