

## COVE INFANT SCHOOL



### Job Description

<b>Position</b>	<b>Breakfast &amp; After School Club Assistant</b>
<b>Location</b>	<b>Cove Infant School</b>
<b>Grade</b>	<b>HCC Support Salary Range C1 FTE £24,405 Actual Salary £4338 Hourly Rate £12.65ph</b>
<b>Working Pattern</b>	<b>Breakfast Club 7.45am – 9am After School Club 3.00pm – 5.30pm Thursday – Friday ; Term Time Only 7.5 hours per week.</b>
<b>Responsible to</b>	<b>Explorers Lead</b>

### Job Purpose:

To assist the Explorers Lead with the day to day operation of the Wrap Around Club for children, ensuring that they can develop personally, socially and educationally in a safe, caring and challenging environment. The club runs before and after school daily during term time. This job is for the Breakfast Club sessions only.

### Main responsibilities:

The following list is typical of the level of duties which the Explorers Club Assistant is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

### **Specific duties**

- To assist the Lead with the day to day running of the provision, ensuring that the service meets the care, play and educational needs of the children.
- Prepare the room and resources in advance of each session and ensure that play equipment, materials and breakfast items are set up at the beginning of the session and cleared away and safely stored at the end of the session.
- Under the guidance of the Lead, preparing and serving breakfast, as appropriate.
- Ensure the children use the equipment properly.
- Assist the Lead with maintaining accurate records of attendance, registration, fees and any other service documentation in a secure manner, ensuring retrieval of information in a timely fashion.
- Ensure the safe storage of equipment and materials (e.g. labelling boxes) and assist in the maintenance of appropriate records.
- Ensure systems are in place to establish key information about the children, for example medical needs.
- To administer basic / paediatric first aid where appropriately trained (training will be provided).
- Where necessary, to assist in the specific medical / care needs of pupils when specific training has been undertaken.
- Under the direction of the Lead, escort children from the club to the classroom and ensure safe delivery to the teacher / learning support assistant.

- Maintain an accurate knowledge of the adult collection list.
- Respond to routine parent / carer queries when raised.
- Ensure awareness and knowledge of all of the school policies/procedures to provide safe and appropriate care for the children in attendance at the club, including safeguarding and health and safety policies.
- To follow safeguarding policies and procedures at all times.
- To ensure confidentiality is maintained.
- To care for their own and other peoples health and safety.
- Create a stimulating, clean and safe environment, including use of the outdoor area.
- Maintain appropriate hygiene standards complying with Food Handling regulations.
- Adhere to the school's equal opportunities policy for school staff and pupils.

### **General duties**

- Working effectively in a team as well as on own initiative, using judgment and common sense at all times.
- Work effectively with the lead to create a welcoming and supportive environment for the pupils attending the club.
- Support the Lead with the planning, preparation and delivery of balanced, stimulating, creative, secure and safe play activities, suited to the ages and the needs / abilities of the children using the service.
- Assist the Lead with the promotion and publicising the club.
- Manage childrens' behaviour in accordance with the club, school and County Council's behaviour management policies and procedures, and liaise with parents/ carers as necessary.
- Help create related promotional displays for the club in the school.
- Set a good example in terms of punctuality, professionalism and attendance.
- Supporting the Lead with the management of stock, including food for breakfast and snack tea, informing the Lead when items need to be purchased (in advance of these items running out).
- Support the Lead with regular audits of resources.
- Under the direction of the Lead, routinely inspect play equipment and other resources to ensure that they are in a good and usable condition, informing the Lead of any problems.
- Be aware of and comply with policies and procedures relating to child protection, food hygiene, Health & Safety, security, administration, equalities and confidentiality, to ensure the safety and security of children at all times, reporting all concerns to an appropriate person.
- Work to agreed quality standards and defined practices and procedures to ensure that the overall team operates in an effective and efficient way.
- Participate in regular team meetings to discuss the present and future needs of the service provision and to contribute to its overall development.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Support the development of pupils with special educational needs and/or disabilities as necessary.
- Contribute to and support the overall ethos/work ethic/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals where necessary.
- Participate in training, other learning activities and performance development as required.

The job description may be reviewed at each Performance Management meeting, or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Date: January 2025

This job description is subject to review.