

JOB DESCRIPTION

Department: Breakfast and After School Care	Location: The Duston School
Job Title: Breakfast and After School Care Assistant	Grade: (SS) 11-17
Accountable to: Breakfast & After School Club Managers	Terms of employment: Permanent

JOB PURPOSE

To provide after school care for children aged 4 to 11 years.

DESIGNATION OF POST AND POSITION WITHIN CURRICULUM STRUCTURE

Principal
|
Head of Primary School
|
Breakfast & After School Club Managers

MAIN DUTIES AND RESPONSIBILITIES

This job profile is to guide the work you will initially be required to undertake. It may be altered from time to time to meet changing circumstances.

The post is one which requires the performance of the following particular responsibilities:

Breakfast & After School Care Assistant

1. Provide daily breakfast and after school provision and ensure the quality of child care provision is of a high standard.
2. Provide a healthy menu each day and allocate preparation and serving to members of the team.
3. To ensure the health and safety of all children in the club including accurate keeping of registers, first aid, medicines, risk assessments, security and fire regulations.
4. Ensure the best use is made of resources to benefit the children and families.
5. Promote the breakfast and after school club well to ensure good income generation.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Education and qualification	Essential	Desirable
NVQ level 2 qualification (or equivalent) or ability to work towards.	✓	
NVQ level 3 qualification (or equivalent)/ degree level qualification.		✓

Key experience, abilities, skills and knowledge	Essential	Desirable
Ability to relate well to children and adults.	✓	
Proven experience of working with children under the age of eleven.		✓
Experience of working with adults in a supportive and advisory capacity and in working in partnership.		✓
Able to provide an environment that delivers quality care and supports wellbeing.	✓	
Able to maintain resources effectively.	✓	
Able to monitor and assess child and family needs and communicate both as appropriate to the team within the school and wider team around the child.	✓	
Good communication skills both verbally and in writing.	✓	
Able to maintain confidentiality.	✓	
Understanding of child protection issues.		✓
Ability to work in a team.	✓	
Flexible and self-motivated.	✓	
Can use IT effectively.	✓	

Employer:
Name:
Signed:
Date:

Employer:
Name:
Signed:
Date: