

Breakfast and After School Club Assistant

June 2019

Appointed by: The Recruiting Group on behalf of the Board of Trustees

Reports to: Operations Manager

Position: Part Time and Fixed Term (term time only)

Hours

Breakfast Club: 07:45 - 09:00 Monday to Friday (6 hours and 15 minutes per week)

After School: 15:30 - 17:30 Monday to Friday (10 hours per week)

The above hours are subject to review dependent on parental uptake / funding.

A job share arrangement would be considered.

Main Features of the Position:

The Club Assistant's main task is to supervise the children who attend the Breakfast and After School Club, in keeping with the ethos and aims of the school.

Job Responsibilities

The overarching role:

- To care for the children who attend the morning and after school sessions.
- To provide breakfast for the children in the mornings and snacks in the afternoon.
- To offer activities for the children in the afternoons.

Core Duties

Breakfast and After School Club Leader Duties	Prepare breakfast and/or afternoon snack and help the children to serve themselves.
	To supervise toilet visits and assist with personal care when required (and in line with the schools Personal Care and Safeguarding Policies).
	To perform domestic duties in the course of the sessions - e.g. laying the table for breakfast or snack; clearing and cleaning the table; washing up; sweeping the floor.
	To supervise the children's play.
	During the afternoon session, to offer optional activities appropriate to the ages of children attending eg: a simple craft, board games, drawing, outdoor or indoor play, drama, movement, music.
	To help tidy the room and prepare it for the next session.

	To escort children to their class at the end of the morning session and to hand them to their parent/guardian at the end of the afternoon session.
General Duties	To take part in the appraisal of your own work performance.
	To participate in Inset days as required.
	To work as an active member in the wider Alder Bridge School community including all staff, trustees, parents and friends to develop, promote and protect the wellbeing of the school and the community.
	To read, understand and follow all school policies and rules. To abide by them and enforce them on behalf of the Board of Trustees. In particular to promote a safeguarding attitude to working with children, taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised.
	Any other duties reasonably requested by the Board of Trustees, Education Manager, Operations Manager or Breakfast and that are in keeping with the duties of a School Club Assistant.

Required Qualifications, Skills and Attributes

Qualifications/Experience

Essential	Desirable
An interest in Steiner-Waldorf education and willingness to engage in further learning.	An approved Early Childhood/Childcare qualification at Level 2 or above.
	Willingness to undergo training if unqualified.

Skills/Qualities

Essential	Desirable
Warmth, patience, compassion, joy, positivity and flexibility.	Ability and willingness to participate in additional whole school activities.
Ability to communicate and cooperate well with children, colleagues and parents.	
Capability of working both as part of a team and independently.	
An ability to maintain a high level of confidentiality.	
Resilience and an ability to cope well under pressure.	

Willingness to reflect and review personal development.	
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Other-

Essential	Desirable
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. All post-holders are subject to a satisfactory enhanced DBS and barred list check. All staff have to undertake Child Protection Training.	Able and willing to train in Paediatric First Aid and to deliver First Aid in line with the schools First Aid Policy.
Successful completion of Child Protection Training (This may be completed once employed by Alder Bridge School, but this must be done within 3 months of appointment).	

Salary

Breakfast and After School Club Assistant salary £4,204.64 - £6,331 depending on qualifications, age and experience.

The job description is subject to review and therefore subject to variation to reflect changes in the requirements of the post.