



JOB DESCRIPTION

Acorns Assistant

REPORTS TO

Head of School/Headteacher

GRADE

2.3

JOB PURPOSE

To provide support to the Acorns After-School Club

MAIN RESPONSIBILITIES

- To assist with day to day tasks of the After-School Club, including preparation and serving of food and drink
- To assist with the setting up of and delivering activities under the guidance of the After-School Club Manager
- To tidy away at the end of After-School Club, ensuring the safe storage of equipment and consumables in accordance with health and safety and food hygiene regulations.
- To ensure the After-School Club area is tidy and hazard free at all times
- To ensure the health and safety of all children in the Club at all times, including keeping of registers, first aid, medicines, risk assessments and healthcare plans, security and fire regulations.
- To adhere to Trust policies and procedures at all times, including Health and Safety, Confidentiality and Safeguarding
- These are illustrative duties and the post holder will be expected to become involved in a wide range of work to enable the After-School Club to work effectively and efficiently.

OTHER DUTIES

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

EQUAL OPPORTUNITIES

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Equal Opportunities policies.

HEALTH AND SAFETY

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Health and Safety policies and procedures.

SAFEGUARDING

All Trust staff have a responsibility to safeguard and promote the welfare of children and young people across the Trust.

PERFORMANCE STANDARDS FRAMEWORK COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	ESSENTIAL	DESIRABLE	ASSESSMENT A – Application Form I – Interview T - Test
EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS			
Level 3 NVQ or equivalent	✓		A
Paediatric first aid trained		✓	
Food Hygiene Certificate		✓	
KNOWLEDGE AND EXPERIENCE			
Proven experience of working with children from age 4	✓		A/I
Understanding of Safeguarding	✓		
Understanding of Health and Safety procedures		✓	
Experience of dealing with parents queries and issues providing solutions		✓	
Experience of a childcare/school setting		✓	
Experience of planning and organising age appropriate activities		✓	
SKILLS AND ABILITIES			
Basic level of numeracy & literacy	✓		A/I
Organisational skills	✓		
ICT literate	✓		
Ability to communicate to a variety of groups from children to parents and senior managers	✓		
Creative Skills		✓	
Knowledge/interest in art and craft		✓	
The ability to play/organise basic games/sporting activities		✓	
ATTRIBUTES AND QUALITIES			
Develop positive relationships with staff, pupils and parents	✓		A/I
Affinity with young children	✓		
Work individually and as a member of a team	✓		

PERFORMANCE STANDARDS FRAMEWORK COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	ESSENTIAL	DESIRABLE	ASSESSMENT A – Application Form I – Interview T - Test
Solution focused and a flexible approach to work	✓		
Punctuality and good time management	✓		
Professional appearance and manner	✓		
Able to use own initiative		✓	
Open to new ideas and willing to try different working practices		✓	
Willingness to undertake professional development		✓	