

## Job Description

# Breakfast / After School Assistant

<b>Reporting to:</b>	Breakfast / After School Manager;
<b>Liaising with:</b>	This post involves working closely with the Breakfast / After School Manager, the Headteacher and the wider school team;
<b>Grade/Salary:</b>	Band 2 (SCP 3 - 5)
<b>Hours of work:</b>	TBA

### Main Purpose:

The post holder will assist with the running of the Breakfast / After School Club. To maintain a safe and stimulating environment and to assist with developing opportunities which encourage our children's social, physical, intellectual, creative and emotional development through play.

### Duties & Responsibilities:

#### Specific Responsibilities

- Supervise our children during Breakfast/After School Club sessions;
- Set up, prepare and ensure breakfasts/snacks are provided for our children;
- Maintain attendance registers/accidents records/safeguarding concerns;
- Ensure all equipment is cleared away at the end of every session;
- To ensure the provision offers a safe and stimulating environment;
- To work face to face with children registered with the Club;
- To carry out light domestic duties;

#### Skills & Abilities

- The ability to communicate, influence, motivate and engage with a wide range of children;
- Good general interpersonal, organisational and communication skills;
- A strong knowledge and understanding of safeguarding, health, safety and security, confidentiality and data protection;

#### General

- Be a positive influence on the climate and culture of the Academy and show a positive example at all times;
- Support the Catholic ethos of the Academy;
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and copyright, reporting all concerns to the Head Teacher;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall aims of the Academy;
- Appreciate and support the role of other professionals;

*The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*

## Person Specification

### Breakfast / After School Assistant

<b>A. Training &amp; Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level of numeracy and literacy sufficient to carry out the duties of the posts.	A	
Qualified to at least GCSE level or equivalent incl English Lang and Mathematics to Grade C or above	A	
First Aid training (or willingness to complete it)	A & I	
Commitment to ongoing professional development	A	

<b>B. Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with young people in an educational environment.		A & I
Working and collaborating with a team		A & I
Ability to respond quickly and effectively to issues that arise	I	
Ability to use own initiative and take action accordingly	I	
Effective communication with adults and children	I	
Ability to follow instructions from senior team members	I	
Ability to build effective working relationships with colleagues	I	

<b>C. Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
The ability to communicate, influence, motivate and engage with a wide range of children	A & I	
A strong knowledge and understanding of safeguarding, health, safety and security, confidentiality and data protection	A & I	
Good general interpersonal, organisational and communication skills	A & I	
The ability to communicate with parents/carers in a professional manner	I	
Uphold and promote the Catholic ethos and values of the school	I	
The ability to maintain and update records	I	
Commitment to maintaining confidentiality at all times	I	
Commitment to safeguarding, equality, diversity and inclusion	I	

<b>D. Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to support Catholic life in schools	I	
Emotional resilience	I	
Ability to self-evaluate and reflect	I	
Ability to be respectful and promote equality of opportunity and diversity	I	

<b>E. Safeguarding &amp; Equality</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	