

JOB DESCRIPTION



READING BOROUGH COUNCIL	Department/Directorate: Education
Post Reference No:	Location: The Hill Primary School
Job Title: Club Assistant	Grade/Salary Range: RG2 SCP3-4 May 2024 (JE Code: K360)

JOB PURPOSE

To work as part of a team, under the instruction of the Club Supervisor & Club Leader to ensure that the Breakfast & After School Club runs smoothly and that all children are safe and cared for.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reports to Club Supervisor

MAIN DUTIES AND RESPONSIBILITIES

Support for children

- Supervise and provide support for all pupils attending Breakfast & After School Club, ensuring their safety and access to learning activities
- Set up and assist with the smooth running of craft activities and other structured play activities
- Establish constructive relationships with pupils and interact with them according to individual needs
- Set high expectations in behaviour, and promote self-esteem and independence
- Preparation and serving of food
- Administer first aid as required

Support for Supervisor

- Create and maintain a purposeful, orderly and supportive environment, in accordance with Breakfast & After School Club plans
- Provide feedback to the supervisor and identify problems if any
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Follow all Health and Safety protocols and policies and ensure that all relevant documentation (Accident Forms, Incident Forms, etc.) is completed as needed
- Ensure all children have been signed in and out each visit, following the correct processes and procedures

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school

- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

SCOPE OF JOB (Budgetary/Resource control, Impact)

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post?

Health and Safety

Food Hygiene Certificate

Enhanced

Level 1/2

PERSON SPECIFICATION



Reading Borough Council	Department/Directorate: Education
Job Title: Club Assistant	Post Reference No:

Qualifications/Education/Training:

1. A good standard of education.
2. To have undertaken or willing to undertake First Aid qualification and Food Hygiene training

Experience:

Relevant experience in a child care establishment

Skills and Abilities:

1. Good communication skills required in order to develop good relationships with staff, children and parents.
2. Able to work effectively as part of a team
3. Ability to handle challenging situations.
4. Must enjoy working with children.

Specific Working Requirements: