

## **Marden Primary Academy**

### **Job Description**

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**Job Title:** Breakfast and After School Club Assistant

**Responsible to:** Principal

**Basis:** Term Time Only

**Hours:** 20 hours per week

#### **Principal Accountabilities:**

- Support other team members in the planning of the daily activities to ensure children's needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times
- Work with other staff to provide healthy meals/snacks in order to promote healthy eating and maintain the standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff
- Advise the Supervisor of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the wellbeing of the children and work within KCC Guidelines for Child Protection to ensure the wellbeing of the children
- Support staff in ensuring that high standards are maintained in the running of the club, including how the resources (staff, premises and equipment) are used to ensure the needs of the children are met and support the supervisor in ensuring that all records are maintained ensuring confidentiality of information
- With the other staff in the school ensure that children, whilst in the Breakfast and After School Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds to ensure that the school's Equal Opportunities policy is adhered to
- Support in ordering all grocery items for Breakfast and After School Club each week
- Ensure the supervision of pupils at the Breakfast and After Schools Club and safe transfer to parents at the end of each session

#### **Necessary Experience:**

- Some knowledge of Health and Safety procedures applicable to wrap around care

#### **Scope for Impact:**

- This post has a direct impact on the well-being and development of children attending the club.
- The post holder will need to become aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and support the Principal in ensuring the National Standards and out of school play values are met at all times.
- The post holder will work in partnership with the school and liaise with external agencies and professionals as required to ensure high standards are maintained in the club.
- The post holder will be expected to attend staff meetings and training sessions as required to ensure their own personal and professional development.