

# JOB DESCRIPTION



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|---------------------------|------------------------------------------------------------|
| READING BOROUGH COUNCIL   | Department/Directorate: Education                          |
| Post Reference No:        | Location: The Hill Primary School                          |
| Job Title: Club Assistant | Grade/Salary Range: RG2 SCP3-4<br>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

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|---------------------------|-----------------------------------|
| 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: