

## JOB DESCRIPTION

**JOB TITLE:** Extended Services Assistant

**RESPONSIBLE TO:** School Business Manager

**GRADE:** Kent Range 3

**LOCATION:** West Hill Primary Academy

### PURPOSE OF THE POST:

To provide safe, high quality play and learning opportunities for children. Be responsible for the day to day organisation and operation of the clubs during term time and school holidays.

### MAIN ROLES AND RESPONSIBILITIES

#### Key duties and responsibilities

1. Ensure adequate staff ratios for Year R-6 children (1:12) and Nursery (1:8)
2. Submit weekly food shopping order
3. Plan stimulating activities for the children weekly
4. Plan and shop for food and resources for upcoming Holiday Clubs if applicable
5. Monitor and maintain food hygiene folder ensuring certificates are in date
6. Ensure a trained first aider is on the rota during all clubs
7. Print out a weekly and daily register and ensure that children are signed in and parents sign out their child each day
8. Advertise Holiday clubs if applicable to encourage bookings
9. Respond to emails from parents and carers regarding clubs
10. Ensure all parents and carers sign the clubs terms and conditions
11. Ensure there are at least 2 contact numbers from parents and carers in case of an emergency
12. Generate a healthy food menu to cater for children's dietary needs

	<ol style="list-style-type: none"> <li>13. Work in partnership with the central finance team regarding bookings for clubs on Wisepay</li> <li>14. Adopt an extended services risk assessment and ensure it is followed</li> <li>15. Follow the procedure as per the after school club terms and procedures in relation to late collection of children</li> <li>16. Manage staff working within the extended services setting and ensure that the rota is being followed</li> <li>17. Ensure that the setting used for before and afterschool club is kept clean and tidy after use</li> </ol>
<p><b>Wider Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Understand and apply School policies in relation to health, safety and welfare</li> <li>• Attend relevant training and take responsibility for own development</li> <li>• Attend relevant School meetings as required</li> <li>• Respect confidentiality at all times</li> <li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety and Safeguarding in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> </ul>
<p><b>Responsibilities for Data Protection</b></p>	<ul style="list-style-type: none"> <li>• Support teachers in implementing data protection policies by handling student data with care and ensuring secure data storage.</li> <li>• Use school-approved platforms and tools for communication and data sharing.</li> <li>• Report any data protection concerns, breaches, or subject access requests (SARs) to the teacher, designated DPO and/or onsite data protection lead promptly.</li> <li>• Participate in data protection training as required.</li> </ul>



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

*The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.*

Postholder's signature:

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Postholder's name:

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Date:

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## PERSON SPECIFICATION

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Supervisory experience in a childcare setting with demonstrable understanding of play work development.</li> <li>• Ability to relate to children and adults, understand their needs and respond accordingly.</li> <li>• Good influencing skills to encourage students to interact with others and be socially responsible.</li> <li>• The ability to work well in a team and independently.</li> <li>• Excellent communication and interpersonal skills, both written and verbal.</li> <li>• Numeracy and literacy skills</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Basic IT skills</li> <li>• Paediatric First Aid Certificate or willingness to obtain</li> <li>• Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality.</li> </ul>

**Postholder's signature:** \_\_\_\_\_

**Postholder's name:** \_\_\_\_\_

**Date:** \_\_\_\_\_