HOLY TRINITY SCHOOL
AND
SIXTH FORM CENTRE

Breakfast and After School Club Play Worker – Term Time Only

Responsible to: Club Manager and Headteacher

Salary: HTS 1

The Role:

You will help with planning, day –to-day organisation and operation of the club, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the ethos of the school.

Main Purposes of Role:
Assist with the setting up of the venue each day.
Assist with the set up/ preparation of snack as appropriate.
Assist with the serving of snack as appropriate.
Help to create a welcoming and supportive environment for the children.
Assist with the management of the behaviour of the children.
Assist with the tidying of the venue after use and ensure the secure storage or resources and equipment used.
To plan and lead age appropriate activities for group of children daily.
To undertake other duties appropriate to the post that may reasonably be required from time to time.
Support the aims and ethos of the school.
Set a good example in terms of punctuality, behaviour and attendance.
Assist in ensuring the maintenance. Cleanliness and safety of the environment.
Demonstrate and assist in the safe and effective use of specialist equipment/materials.
Be aware of and comply with policies and procedures relating to child protection, food hygiene, health, safety and security, administration and confidentiality, reporting all concerns to the Headteacher or Deputy Headteacher.
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.
Establish constructive relationships and communicate with other wrap around staff and the school community.
Participate in training, other learning activities and appraisal procedures.
Contribute to the promotion of the club to maximise usage and continued success.
The post holder has responsibilities for the management of children's behaviour within the club but will work within the school's behaviour policy.