

# JOB DESCRIPTION AND PERSON SPECIFICATION

|                   |                                                               |                   |                                     |
|-------------------|---------------------------------------------------------------|-------------------|-------------------------------------|
| <b>Job Title</b>  | Sunrise Club Assistant                                        | <b>Location</b>   | Woodlands Primary Academy           |
| <b>Salary</b>     | Scale C, points 3-4 £24,796 - £25,185, actual £3,510 - £3,565 | <b>Hours</b>      | 6.25 hours, 38 weeks. 07:15 – 08:30 |
| <b>Department</b> | Support Staff                                                 | <b>Reports To</b> | Sunrise/Sunset Club Manager         |

## JOB PURPOSE:

To assist with the day to day running of our before school club provision, working within the policies and procedures of Woodlands Primary Academy, a member of Creative Education Trust.

## KEY RESPONSIBILITIES AND DUTIES:

- Meet and greet children on arrival.
- Register children.
- Provide a healthy breakfast/snack.
- Provide safe, creative, appropriate play opportunities and prepare activities.
- Be aware of and implement Health and Safety procedures.
- Undertake appropriate training.
- Ensure the delivery of creative play opportunities in a safe and caring environment.
- Provide full care for the children including receiving children from the parents on arrival at school.
- Administer first aid as appropriate.
- Encourage parental involvement and support of the club.
- Carry out all responsibilities and activities within an equal opportunity's framework.
- Work within Academy policies.

Undertake any other reasonable tasks as requested by the Line Manager and/or Headteacher, which are commensurate with a post at this grade.

This job description may be amended at any time following discussion between the Headteacher and members of staff and is to be reviewed periodically.

## JOB REQUIREMENTS:

|                                       | Essential                                                                                                                                                                                     | Desirable                                                                                                                                        |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>QUALIFICATIONS</b>                 | <ul style="list-style-type: none"> <li>• GCSE English and Maths, minimum Grade 4 or equivalent.</li> </ul>                                                                                    | <ul style="list-style-type: none"> <li>• Suitably qualified to at least NVQ Level 2 (or willingness to obtain qualification).</li> </ul>         |
| <b>EXPERIENCE</b>                     | <ul style="list-style-type: none"> <li>• Experience working with 3-11 year olds.</li> </ul>                                                                                                   |                                                                                                                                                  |
| <b>KNOWLEDGE AND UNDERSTANDING</b>    | <ul style="list-style-type: none"> <li>• Be aware of and implement Health and Safety procedures.</li> </ul>                                                                                   |                                                                                                                                                  |
| <b>SKILLS AND PERSONAL ATTRIBUTES</b> | <ul style="list-style-type: none"> <li>• Enjoy working with children.</li> <li>• Demonstrate high expectations of children.</li> <li>• Have effective behaviour management skills.</li> </ul> | <ul style="list-style-type: none"> <li>• Hold a basic food hygiene certificate.</li> <li>• Hold a Paediatric First Aid qualification.</li> </ul> |

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|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                        | <ul style="list-style-type: none"> <li>• Show initiative and is well-organised.</li> <li>• Ability to provide safe and creative play.</li> <li>• Ability to communicate at all levels.</li> <li>• Ability to meet children's individual needs.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>CREATIVE EDUCATION TRUST VALUES</b> | <p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> <li>• <b>Empowering Ambition:</b> Supporting personal growth, innovation and high performance.</li> <li>• <b>Championing Equity:</b> Promoting fairness, inclusion and high expectations for every student.</li> <li>• <b>Unlocking Opportunity:</b> Helping create access to knowledge, experiences and networks that broaden horizons.</li> </ul> <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p> |  |
| <b>EQUAL OPPORTUNITIES</b>             | A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>SAFEGUARDING</b>                    | A thorough understanding of up-to-date safeguarding requirements and best practice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>OTHER REQUIREMENTS</b>              | High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**