Greensted Primary School & Nursery
Excellence for All

JOB DESCRIPTION

Title of Post: Tea Time Club Assistant

Responsible to: Head of School

Salary Scale: Scale 2 Point 5 to Scale 5 Point 8

Hours of duty: 2:45pm to 5:30pm (overtime paid till 6pm where pupils are booked in)
Mon to Fri
13hrs 45mins hours weekly (plus overtime as agreed)

Purpose of Job:

- ✓ Acting as part of a team, to take care and control of the children on the school premises during Tea Time Club after school.
- ✓ Ensure pupils are safely released to parents/carers, as listed on their Pupil Collection List.

Principal Accountabilities

- ✓ To maintain the safety, welfare and good conduct of the pupils during Tea Time Club.

Main Duties and Responsibilities

- ✓ To devise a Tea Time Club menu and order appropriate food via the Admin Team/Catering Manager.
- ✓ To prepare and serve food.
- ✓ To clean and tidy the kitchen area and classroom.
- ✓ To assist children in selecting their food and sitting in an appropriate place in the classroom.
- ✓ To assist children with eating their meal if applicable.
- ✓ To clear tables when meals are finished and clear up any associated spillages.
- ✓ To organise and lead fun and engaging activities and games with the pupils in Tea Time Club.
- ✓ To have knowledge of a range of behaviour management strategies.
- ✓ To enforce the necessary sanctions for maintaining good order.
- ✓ To administer basic first aid as required.
- ✓ To maintain records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.
- ✓ To provide pastoral care, guidance and routine advice to pupils as appropriate.
- ✓ To contact parents/carers of any pupils not collected within their booked timeframe.
- ✓ To alert the Head of School of any concerns regarding an individual child or group of children.
- ✓ Have awareness of pupil's allergies and the procedures in place to keep them safe.

General

- ✓ Contribute to and support the overall ethos/work/aims of the school.
- ✓ Comply with all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Head of School.
- ✓ Be aware of and support pupil differences, promoting the inclusion and acceptance of all children to ensure that all pupils have equal access to all school opportunities to learn and develop.
- ✓ Communicate and co-operate with other agencies to support the educational, development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above, as requested.
- ✓ Attend all relevant training and take responsibility for own development.
- ✓ Attend all relevant school meetings as requested by the Head of School.
- ✓ Carry out any other duties reasonably requested by the Head of School.

Signed: ..... Head of School
Mr Shiv Chetty

Signed: ..... Tea Time Club Assistant