

Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Job Title Breakfast/After School Club Worker

Responsible to: Headteacher

Purpose of the Job

To be a proactive member of a staff team who provides a safe, stimulating and inclusive environment. To provide support in ensuring appropriate food preparation and delivery

Duties and Responsibilities

- Support children ensuring their safety and access to all activities.
- The preparation and completion of activities to suit a range of children's needs
- Encourage children to interact with one another and engage in play and activities.
- To ensure that clean and hygienic standards are maintained at all times. This includes daily cleaning rotas.
- To ensure the appropriate delivery of food preparation and delivery
- To ensure that meal times are a time of pleasant social sharing.
- Promote the inclusion and acceptance of all pupils.
- Support in managing pupil behaviour, reporting difficulties as appropriate.
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs.
- To contribute to all record keeping within your designated area including accident forms, daily register and any other medical forms/records required for the child's welfare.
- Prepare snacks, meals and drinks for pupils following food hygiene guidelines.

- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.
- To contribute to a programme of activities that meet a range of needs and interests of children with other team members.
- To support the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.
- Prepare and maintain equipment and resources.
- Ensure school security regulations are upheld.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipate changes in the job commensurate with the grade and job title.

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 Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....
Employee

Breakfast/After School Club Worker

Person Specification

	Essential	Desirable
First Aid Qualification and/or Food Hygiene Certificate		*
Previous experience of working with children		*
Good standard of education.	*	
Experience of basic computer, video, photocopier technology	*	
Good verbal and written communication skills.	*	
Ability to relate well to children and adults	*	
Work constructively as part of a team, understanding roles and responsibilities and own position within these.	*	