



## Breakfast and After School Club Assistant Job Description

<b>Post Holder:</b>	
<p><i>The description of the duties, responsibilities and accountabilities for the post of Breakfast and After School Club Assistant at St Alphege Infant School and Sunbeams Nursery have been set out in this job description.</i></p>	
<b>Responsibility Areas</b>	<ul style="list-style-type: none"> <li>• To ensure the safety and welfare of all pupils and their families, attending the Breakfast and/or After School Club.</li> <li>• To assist the Club Supervisor as appropriate to ensure the smooth and reliable operation of the club.</li> <li>• To work collaboratively within the Breakfast and/or After School Club team to provide a safe, stimulating environment for the children, with creative and appropriate play opportunities.</li> <li>• To assist in ensuring the safety of all those children at the club.</li> <li>• To act in a responsible manner towards the children at all times.</li> <li>• To be responsible, with other team members, for ensuring that play materials and equipment are properly used, maintained and stored and for reporting any worn or damaged materials to the Club Supervisor.</li> <li>• To assist with the day to day administration and record-keeping within the club.</li> <li>• To ensure that all pupils return to the care of their teachers at the end of the Breakfast Club period and are dismissed to the correct adults at the end of After School Club.</li> <li>• To maintain health and safety protocols in relation to the storage, preparation and serving of cooked meals in line with food hygiene legislation.</li> </ul>
<b>Main Duties and Accountabilities</b>	<ul style="list-style-type: none"> <li>• To arrange and supervise the hygienic provision of a cooked meal for the children, recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds.</li> <li>• To ensure that the areas used by the club are left tidy and clean.</li> <li>• To administer, or supervise, any first aid as required and appropriate.</li> <li>• To record, or supervise, the recording of any accidents/incidents in the accident book and report these as appropriate to members of school staff or parents at the end of the session.</li> <li>• To undertake any other reasonable duties as directed by the After School Club Supervisor</li> <li>• To promote the vision and aims of St Alphege CE Infant School</li> <li>• To deliver purposeful and rich play-based opportunities and</li> </ul>



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	<p>provide a stimulating environment for the children.</p> <ul style="list-style-type: none"> <li>• To help to maintain the After-School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session.</li> <li>• To provide healthy meals/snacks in order to promote healthy eating and ensure that children, whilst in the After-School Club, have access to appropriate activities to support their physical, emotional, social and intellectual development.</li> <li>• To adhere to the policies, vision and values of the school, ensuring an inclusive environment.</li> <li>• To ensure that the school is left in a safe and secure manner in the event that key holder duties are delegated, and to ensure that the key is returned to the After-School Club Supervisor at the earliest convenience.</li> <li>• To ensure that all safeguarding concerns that occur in the After-School Club are reported to the DSL in line with school safeguarding procedures.</li> <li>• To ensure that After-School Club activities promote child led learning and contribute to the holistic development of all children</li> <li>• To adopt a flexible, positive and proactive work ethic and attitude.</li> <li>• To maintain positive behaviour for learning throughout all sessions.</li> <li>• To carry out all other such duties as may from time to time be determined by the senior leadership team.</li> </ul>
Accountable to	Head of School and Executive Headteacher
Signed	Date:
Signed	<i>Head of School</i>



# ST ALPHEGE CE INFANT SCHOOL

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### *General duties relevant to all members of staff*

To actively promote our agreed Christian Values and school mission statement and aims.

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school 'Code of Conduct for Staff'.

#### Use of ICT

ICT must be used creatively to inspire and motivate pupils where it is relevant to do so.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the schools ICT and safety policy.

#### Data Protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

#### Health and Safety

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

St Alphege Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by St Alphege Infant and Nursery School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Leads (DSL).

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.