** CAGE GREEN PRIMARY SCHOOL**

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| **JOB DESCRIPTION - Generic Responsibilities** | |
| **Title**:  Before & After School Club Assistant  **Hours**: Breakfast – 7.30am- 8:45 am  After School – 3:15 pm – 6.00pm | **Grade: KR3 pro rata**  **Reports to**: Before & After School Club Manager |
| **MAIN PURPOSE OF THE JOB**  To assist in the day to day organisation and operation of Cage Green Primary School Before and After School Club. To ensure the club provides safe, high quality before and after school play and care for children. | |
| **MAIN DUTIES AND RESPONSIBILITIES**   * Take part in the day to day organisation and operation of the before and after school club * Assist in the planning for a range of suitable activities * Provide a safe and creative environment * To adhere to the safeguarding/child protection procedures in the Before and After School Club; advising the school’s Designated Officer of any concerns. * Administer first aid as required and deal with any medical needs with due care to training received and adhering to individual child’s care plans * To record and inform parents/carers of any incidents or accidents relating to their child, obtaining signatory proof to confirm that the parent/carer has been duly informed. * To ensure that the Before and After School Club is a safe environment for the children, that equipment is properly maintained and safe for use, safety procedures are implemented at all times, adhering to the school’s Health and Safety Policy. To report any identified safety concerns to the Site Manager. * To be aware of fire evacuation procedures * To assist with the serving and clearing away of the breakfast and the after school meal. To ensure that high hygiene standards are maintained with regard to food storage and preparation, maintaining all records of procedures to comply with Food Safety Regulations. * To support the manager in maintaining Ofsted and the Trust’s standards. * To undertake relevant training as deemed necessary. * To undertake any other duties as may become necessary as directed by the Headteacher. | |

**PERSON SPECIFICATION**

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| **Crofton Schools Academy Trust** | **Department/Directorate: Education** |
| **Job Title: Before & After School Club Assistant** | **Post Reference No:** |
| **Qualifications/Education/Training:** | |
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| **Experience:** | |
| Working with or caring for children of primary school age  Experience of working in a similar setting | |
| **Skills and Abilities:** | |
| Good numeracy and literacy skills  Good ICT skills  Strong supervision skills  Ability to work on own initiative and as part of a team  Effective communication and organisational skills  Ability to establish and maintain good relationships with all members of the school community | |
| **Specific Working Requirements:** | |
| Professional manner and attitude  Ability to relate well to children  Trustworthy, reliable and punctual with a flexible approach to work | |