**St Peters Church of England Primary School**

**Job Title:** Extended Services Assistant

**Salary:** Kent Range 3

**Purpose of the Job**

To work under the direction of the Extended Services Leader to provide a safe, caring and stimulating environment for children for wrap around care before and/or after school.

To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the children

**Key** **accountabilities**

* Support the Extended Services Leader in the planning of the daily activities of the breakfast and/or after school club to ensure children’s needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times
* Work with other staff to and provide healthy meals/snacks in order to promote healthy eating and maintain the club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session
* Advise the Extended Services Leader of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary
* Support the Extended Services Leader in ensuring the children whilst in breakfast and/or after school club, have access to appropriate and stimulating play activities, in order to provide a motivating environment for the children
* Support the Extended Services Leader in ensuring that high standards are maintained in the running of the club, including how the resources (staff, premises and equipment) are used to ensure the needs of the children are met and support the Extended Services Leader in ensuring that all records are maintained ensuring confidentiality of information.
* Support the Extended Services Leader in undertaking daily supervision of the breakfast and/or after school club, developing and maintaining high standards throughout, in the absence of and as requested by the Extended Services Leader, to ensure the welfare of the children and, when required, supervise the safe escorting of children to ensure their wellbeing at all times.

**Necessary Experience**

* Knowledge of Health and Safety procedures in the Extended Services Club
* Knowledge of Child Protection procedures in the Extended Services Club
* Paediatric First Aid Certificate or willingness to obtain.
* Must have a basic understanding of Food Hygiene
* Experience of basic technology (computer, video, photocopier)
* Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

**Person Specification**

Our Extended Services Assistant needs to have

* A warm and encouraging manner
* Energy and Commitment
* Patience
* Ability to communicate with pupils to encourage healthy meal selection and oversee play activities

**Supporting the School**

1. Support the aims, values and ethos of the school and be aware of school procedures and policies.
2. Attend relevant in-service training and participate in professional development opportunities.

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

**Signed: Postholder**

**Signed: Headteacher**

**Date:**