



## Cliftonville Primary School

### Extended day assistant

Pay scale: CAT range 3 (£11.20 per hour)

Hours: 15 hours a week (3pm to 6pm Monday to Friday) term time only

Responsible to: Extended Day Manager

Main Purpose of the job
<ul style="list-style-type: none"><li>▪ To support the manager to the extended day (after school) provision for pupils</li><li>▪ To work with other adults involved with the delivery of the extended day provision</li><li>▪ Develop a positive environment, modelled on a being at “home” feeling in the extended day provision, which is welcoming to the children and ensures they feel safe and settled.</li></ul>
Provide suitable activities
<ul style="list-style-type: none"><li>▪ Implement a program of activities that match the age and interest of the children</li><li>▪ Provide varied activities that the children may choose to join in with</li><li>▪ Support with extra events e.g parties, picnics to maintain the children’s interest and enthusiasm</li></ul>
Ensuring the safety of pupils while in extended day
<ul style="list-style-type: none"><li>▪ Work with the manager to keep a record of children attending daily and ensure they arrive safely, picking up from classes when appropriate.</li><li>▪ Work with the manager and other adults to ensure a secure collection routine to ensure all children are signed out by the adult collecting them.</li><li>▪ To report to the manager as soon as possible, if it cannot be done immediately, any health and safety concerns.</li><li>▪ Be aware of the record of allergies and medical issues and ensure guidance is followed.</li><li>▪ Read and adhere to any risk assessments written for activities and pupils.</li><li>▪ All CP issues to be dealt with according to school policy, ensure the relevant people are informed of any concerns as soon as possible.</li><li>▪ Ensure there is an appropriate ratio of children to adults within the extended day setting.</li></ul>
Liaising with parents
<ul style="list-style-type: none"><li>▪ Foster good relationships with parents</li><li>▪ Support with the collection of monies due</li><li>▪ Ensure all new parents know the routines.</li></ul>

#### Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

Updated Nov 2023