

## JOB DESCRIPTION

**JOB TITLE:** Extended Services Assistant

**RESPONSIBLE TO:** School Business Manager

### PURPOSE OF THE POST:

To provide a safe, caring and stimulating environment for children. To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the children.

### MAIN ROLES AND RESPONSIBILITIES

#### Key duties and responsibilities

- Support the Extended Services Leader in the planning of the daily activities of the extended services provision 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 provide healthy meals/snacks in order to promote healthy eating and maintain the extended services provision to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the wellbeing of the children and staff.
- Advise the Extended Services Leader of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the wellbeing of the children and work within safeguarding regulations to ensure the wellbeing of 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.
- Support the Extended Services Leader in ensuring that all records are maintained ensuring confidentiality of information.
- Ensure that children, whilst in the extended services provision, have access to appropriate

	<p>activities to support their physical, emotional, social and intellectual development considering families' ethnic, cultural and linguistic backgrounds to ensure that the Equal Opportunities policy is adhered to.</p> <ul style="list-style-type: none"> <li>• Fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish.</li> </ul>
<p><b>Wider Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Attend relevant training and take responsibility for own development</li> <li>• Attend relevant School meetings as required</li> <li>• Respect confidentiality at all times</li> <li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety and Safeguarding in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> </ul>
<p><b>Responsibilities for Data Protection</b></p>	<ul style="list-style-type: none"> <li>• Support teachers in implementing data protection policies by handling student data with care and ensuring secure data storage.</li> <li>• Use school-approved platforms and tools for communication and data sharing.</li> <li>• Report any data protection concerns, breaches, or subject access requests (SARs) to the teacher, designated DPO and/or onsite data protection lead promptly.</li> <li>• Participate in data protection training as required.</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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 job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

*The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.*

## PERSON SPECIFICATION

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Ability to relate to children and adults, understand their needs and respond accordingly.</li> <li>• Good influencing skills to encourage children to interact with others and be socially responsible.</li> <li>• The ability to work well in a team and independently.</li> <li>• Excellent communication and interpersonal skills, both written and verbal.</li> <li>• Numeracy and literacy skills</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Basic IT skills</li> <li>• Paediatric First Aid Certificate or willingness to obtain</li> <li>• Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality.</li> </ul>

Postholder's signature:

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Postholder's name:

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Date:

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