

**THE ORCHARD**

**LADY BOSWELL’S PRIMARY SCHOOL**

# Breakfast/After School Assistant Job Description

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**Job summary:** Assist with day to day activities of the club

Provide quality playcare within the framework of the club’s

policies and procedures

**Line manager:** The Orchard Manager

**Responsible for:** Not applicable

**Working relationships:** Children attending the club and their parents/carers

Management and staff, including students and volunteers

Schools and registering authorities

**Main duties include:**

* Assist with planning, preparing and delivering quality play opportunities within a safe and caring environment.
* Providing comprehensive care for the children including collecting them from school and delivering them safely to parents or carers.
* Setting up the play space including moving furniture and play equipment.
* Providing refreshments and ensuring that hygiene, health and safety standards are met.
* Administering first aid when necessary.
* Consulting with children and involving them in planning activities.
* Helping with club administration, where necessary.
* Facilitating good communication with all members of the organisation, parents, and schools.
* Undertaking appropriate and relevant training.
* Keeping the work environment healthy, safe and secure.
* Working within the framework of the club’s policies and procedures.

**Person specification**

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| **Essential qualities** | **Desirable qualities** |
| * Experience of working with 4 to 11 year olds * Understanding the varied needs of children and their families * Understanding the issues involved in the delivery of quality play care * Understanding the issues of equal opportunities * Provide and facilitate safe and creative play * Good communication skills * Able to work as part of a team * Sound judgement and common sense * Sufficient understanding and use of English to ensure the well-being of the children\* | * Experience of working within a play-based setting * Experience of administration * Competent in using IT to support play and club administration * Ability to work on own initiative * Relevant qualification or willingness to work towards this * Appropriate child protection training * Current Paediatric First Aid Certificate * Food Hygiene Certificate |

*\* Para 3.25 of the Statutory Framework for the Early Years Foundation Stage 2012*