



## **Extended Services Assistant**

<b>School:</b>	Oakfield Primary Academy
<b>Salary:</b>	Kent Range 3
<b>Hours:</b>	7.5
<b>Reporting to:</b>	School Business Manager

### **Purpose of the Job:**

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.

### **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 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.
- Fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role. ***This job description may be subject to amendment or modification at any time in consultation with the post holder.***

## Person Specification

### Essential

- Ability to relate to children and adults, understand their needs and respond accordingly.
- Good influencing skills to encourage children to interact with others and be socially responsible.
- The ability to work well in a team and independently.
- Excellent communication and interpersonal skills, both written and verbal.
- Numeracy and literacy skills

### Desirable

- Basic IT skills.
- Paediatric First Aid Certificate or willingness to obtain.
- Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality.

**Postholder's signature:**

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**Postholder's name:**

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**Date:**

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