**Job Description**

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| **Employer Name:** | Genesis Education Trust | |
| **Job Title:** | Breakfast/Tea Time Club Assistant | |
| **Reports To:** | Headteacher/SLT | |
| **Pay Grade:** | **Spinal Point 3** | |
| **Role Summary:**  To Assist in the day to day organisation and delivery of extended services whether this be breakfast or Tea Time club. Organising activities, ensuring snacks and refreshments are provided to children and that they are supervised at all times. | | |
| **Main Duties and responsibilities:**   |  | | --- | | **Key Tasks and Activities:**   * Provide full care for the children attending the club including the safe collection from their classrooms and the safe delivery to parents and/or named carers. * Supply and provide refreshments to children. * Ensure safe, creative, appropriate play opportunities in a safe and caring environment. * Carry out day-to-day administration and record keeping. * Administer first aid as necessary and ensuring the well-being of sick children. * Encourage parental involvement and support of the club. * Initiate close liaison with parents, carers, and other childcare and play related agencies. * Attend meetings as appropriate. * Work with the health and safety policy guidelines of the school at all times. * Understand and adhere to the school’s policy on behaviour and child protection. * Carry out all responsibilities and activities within the school’s agreed equal opportunities framework. * Have an understanding of the national standards and the ability to meet to them. * Understand children as individuals particularly the characteristics, needs and interests of each age group. * Value each child’s backgrounds and experiences. * Treat all children with sensitivity and fairness and respecting confidentiality. | | **Person specification including Key Skills and Competencies:**   * Have experience of working with children aged 3 – 11. * Have an understanding of good quality childcare. * A commitment to equal opportunities. * The ability to provide and facilitate safe creative play. * The ability to communicate at all levels and meet children’s individual needs. * Ability to work on own initiative. * Ability to use judgement and common sense. * Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. * Ability to relate well to children and adults. | | | |
| **General Information** | | |
| **Equality of Opportunity** | | * As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. * Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors. |
| **Confidentiality and Data Protection** | | * To treat all information acquired through employment, both formally and informally, in strict confidence. * To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this. |
| **To contribute as an effective and collaborative member of the School team** | | * Any other duties as reasonably required by any manager of the school. * Participating in the ongoing development, implementation and monitoring of the business plans. * Attend regular meetings as required and make a positive contribution during meetings. |
| **Child Protection** | | * Being aware of and complying with policies and procedures relating to child protection. |