



Mrs Lisa Goodland Headteacher

School Office Tel: 01935 850345

Email: office@countessgytha.somerset.sch.uk

Foundation Unit Office: 01935 850564

Email: foundationunit@countessgytha.somerset.sch.uk

Web: www.countessgythaprimary.co.uk

JOB DESCRIPTION

Post Title	Breakfast and Afterschool Club Assistant
Responsible To	Breakfast/Afterschool Club Manager
Salary	Grade 15 point 9 (£8.68 per hour)

THE ROLE:

A Breakfast and Afterschool Club Assistant is a capable individual with responsibility for caring for children and maintaining a high-quality, stimulating learning environment.

They are warm and responsive, working flexibly and effectively as part of a team to ensure the smooth running of the club.

An enhanced DBS check is required by Countess Gytha Primary School before any appointment can be confirmed.

MAIN DUTIES & RESPONSIBILITIES:

1. To create a safe, welcoming and inclusive environment for all children
2. To be aware of Countess Gytha Primary School's policies and procedures and ensure these are adhered to
3. To prepare breakfast/snacks ensuring that food hygiene procedures are followed at all times
4. To be familiar with food allergy needs and adapt breakfast/snacks accordingly
5. To share responsibility for the welfare of all children at the club, following systems to ensure consistent, high-quality care
6. To be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistleblowing policies
7. To be reliable and punctual, maintaining staffing ratios at all times
8. To develop genuine bonds with the children and support colleagues to sensitively fulfil their responsibilities
9. To reflect on practice and daily routines, tailoring them to meet the individual needs of each child
10. To contribute to planning and the provision of a stimulating range of age-appropriate activities and ensuring the club is well-resourced and creatively set-up

WHERE APPROPRIATE:

11. To provide feedback and work in partnership with key parents, carers and schools, building and maintaining relationships that encourage trust, open communication and involvement in nursery life
12. To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times
13. To be professional and a good role model to the children and other staff members, at all times
14. To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the company
15. To be aware of the high profile of Countess Gytha Primary School and refrain from irresponsible behaviour that could impact the company's commercial success
16. To attend reasonable out-of-working-hours activities, including training, staff meetings, parents evenings and special events
17. To communicate effectively, sharing information, participating in meetings, inductions and 1-2-1s
18. To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment
19. To cooperate and work effectively with the Manager, taking on additional responsibilities/duties
20. To undertake any other aspects of Club work according to need

This job description is intended to give you an indication of the main duties, but is not meant to be an exhaustive list.

PERSON SPECIFICATION

Breakfast / Afterschool Club Assistant

Education & Qualifications		<ul style="list-style-type: none"> Working towards, or commitment to gain, an NNEB/NVQ level 2 or 3 in Playwork/Childcare, or equivalent GCSE 'C' or above in Maths or English 	<ol style="list-style-type: none"> Application Form Certification
Skills and Abilities	<ul style="list-style-type: none"> Good degree of empathy when dealing with children Good verbal communicator Good customer service Good organizational skills Suitable to work with children 	<ul style="list-style-type: none"> Good written communicator Able to plan and provide age appropriate activities Able to observe and assess children's learning and development 	<ol style="list-style-type: none"> Application Form Interview Trial Session DBS Disclosure Reference Probation
Experience	<ul style="list-style-type: none"> Some relevant childcare experience 	<ul style="list-style-type: none"> Previous experience of working within a school/club/early years setting 	<ol style="list-style-type: none"> Application Form Interview References
Knowledge	<ul style="list-style-type: none"> Awareness of good childcare practice Basic child development 	<ul style="list-style-type: none"> Awareness of current legislation and guidance Key operational policies and procedures eg health & safety child protection, behavior management and administering of medication Health & Safety, First Aid, Food Hygiene 	<ol style="list-style-type: none"> Application Form Interview Trial Session Probation
Disposition	<ul style="list-style-type: none"> Warm, friendly and responsive Honest, trustworthy and reliable Flexible approach Team player 	<ul style="list-style-type: none"> Reflective Creative Commitment to Continuous Improvement 	<ol style="list-style-type: none"> Application Form Interview Trial Session References Probation