



Ashby Hastings Primary School

Executive Head – Mr Matthew Brookes Head of School – Mrs Rachel Mckeown

“Inspiring minds to foster confidence”

Address: School Lane, Ashby de la Zouch, Leicestershire LE65 2AX

JOB DESCRIPTION

- School/College:** Ashby Hastings Primary School
- Job Title:** Breakfast / After School Care Assistant
- Grade:** 4
- Responsible To:** Breakfast / After School Care Organiser, Headteacher
- Responsible For:** n/a
- Key Relationships/ Liaison with:** School Business Manager, Teachers and Support Staff
- Job Purpose:** To support the Breakfast/After School Care Organiser in the provision of high quality activities for pupils before the start of or after the end of the normal school day.

MAIN DUTIES AND RESPONSIBILITIES:

1. Assist in planning programs of activities appropriate to the age and ability of the group.
2. Supervise, support and assist pupils undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
3. Be aware at all times of appropriate health and safety procedures.
4. Maintain the register ensuring it is completed accurately and follow up any discrepancies regarding missing/extra pupils.
5. Assist with the organisation of equipment and accommodation.
6. Quietly refer any instance of unacceptable behaviour or concerns (including Safeguarding) they may have about pupils to the Headteacher/Designated Safeguarding Lead.
7. Mop up spillages and accidents with the use of appropriate materials/equipment.
8. Comfort and supervise pupils who are ill or have had an accident, administering to their needs, as appropriate and referring to the nominated teacher and/or First Aider ensuring that accidents are recorded appropriately.

9. Be aware and apply the school's policies and procedures.
- 10 Being aware of confidentiality issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- 11 Participating in appropriate school-based meetings and training activities within contracted hours.
- 12 Undertake any other curricula duties which may reasonably be regarded as within the nature of the duties and responsibilities.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Symphony Learning Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



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PERSON SPECIFICATION

School/College: **Ashby Hastings Primary School**
Job Title: **Breakfast / After School Care Assistant**
Grade: **4**

	Essential	Desirable	How assessed
<u>Qualifications</u> Level 3 Childcare qualifications		✓	App/Doc
<u>Experience</u> Working with children in a school, childcare setting or child orientated group		✓	App/Ref
<u>Knowledge</u> Willingness to attend courses to update knowledge.	✓		App/Int
Knowledge of Safeguarding and appropriate Health and Safety Regulations.	✓		App/Int
<u>Skills/Attributes</u> A good standard of literacy and numeracy skills.	✓		App/Int
Ability to work with children in a learning environment.	✓		App/Int
Good interpersonal skills.	✓		App/Int
Ability to work as part of a team.	✓		App/Int
Empathy with children.	✓		App/Int
Understanding of confidentiality, data protection and GDPR	✓		App/Int
Have the ability to undertake personal development.	✓		App/Int

<p><u>General Circumstances</u> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations</p>	✓		App/Int
<p><u>Factors not already covered</u> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.</p>	✓		Med

App = Application Form
Test = Test
Int = Interview
Pre = Presentation
Med = Medical Questionnaire
Doc = Documentary Evidence (E.g., Certificates)