Job Description

Job Title: Breakfast Club Assistant

Pay Scale: Grade 1

School: Ramshaw Primary School

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.

Assistants 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 Ramshaw Primary before any appointment can be

confirmed.

Main Duties and Responsibilities

Main duties to include:

• Supervise the washing of hands of pupils.

• Supervise entry/exit into/from the dining hall by the pupils.

• Assist pupils during the meal service.

• Ensure pupils maintain high standards of behaviour, reporting any cases of misbehaviour, especially bullying, as appropriate.

• Clear up all spillages during mealtime promptly.

• Assist in wiping up tables, chairs when necessary at end of the meal.

• Supervision of children in designated areas ensuring good conduct in behaviour in accordance with the schools behaviour policy.

• Initiate games and activities where appropriate, whilst maintaining broad supervision.

• Engage pupils in safe, enjoyable, and creative activities.

• Perform basic first aid for minor incidents/accidents.

• Maintain accurate and relevant incident/accident records.

• To attend any training courses relevant to the post, ensuring continuing, personal and professional development.

• Role requires working with a team.

• Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.

• Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.

• The Post holder may undertake any other duties that are commensurate with the post.

Qualifications and Experience

* Working towards, or commitment to gain, an

NNEB/NVQ Level 2 or 3 in Playwork/Childcare,

or equivalent GCSE ‘C’ or above in Maths & English

Skills and Abilities

* Has good communication skills.
* Has good organisational skills.
* Has the ability to work on own initiative and as part of a strong team.
* Has an affinity with children.
* Has a commitment to self-improvement and development.
* Good Literacy/Mathematics skills.
* Ability to relate well to children, parents and other professionals.

Knowledge and Understanding

* Good degree of empathy when dealing with children
* Good verbal communicator
* Good customer service
* Good organisational skills
* Suitable to work with children
* Sound knowledge of Safeguarding and Keeping Children Safe in Education.

Please complete an application form and submit a letter indicating why you are suitable for this post to Diane Webb by Wednesday 20th June 2018

Interviews will be held on Wednesday 27th June 2018