**Vane Road Primary School**

**Job Description**

**Out of Hours Assistant**

**Hours:** Hours between 7:30am to 6:00pm on a rota with the possibility of extra casual hours

**Grade:** 4

**Line manager:** Out of Hours Supervisor

**Job title:** Out of hours Assistant

**Main purpose:**

To work in the Children’s Out of Hours provision, assisting with providing a safe, happy and supportive environment for children

**Roles and Responsibilities:**

* To assist with carrying out activities and programmes consistent with the children’s interests and stages of development, their family and the local community to ensure the service provides a stimulating and fulfilling environment
* To assist with the care of the children making sure they are supervised at all times, to ensure high standards of service delivery are maintained and all procedures are adhered to
* Prepare healthy balanced snacks for the children, including fruit and vegetables in a kitchen environment, observing correct food hygiene/handling procedures at all times to safeguard health and well being of children and staff
* Work as part of the team, communicating effectively, ensuring any relevant information is shared or passed on to the appropriate member of staff
* To have awareness of child protection issues and special educational needs and report any concerns to the Out of Hours supervisor, to ensure that appropriate action can be taken quickly to safeguard the child’s welfare
* To attend any training courses relevant to the post, ensuring continual 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
* Maintain accident records as required
* 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
* The post holder has common duties and responsibilities in the areas of:-
* Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction