

Job Description

Breakfast and After School Club Assistant

Salary: Grade C, Point 3

St Mary's C.E Primary School
Durham & Newcastle Diocesan Learning Trust



Purpose

Under the direct instruction of the Headteacher, will work to ensure the service operates within relevant legislation and regulations; the children are safe and happy and that relevant educational and recreational activities take place.

Reporting to:

- Headteacher and Assistant Headteacher

MAIN DUTIES/RESPONSIBILITIES

- Ensuring that the programme of activities is interesting to the children using the facilities by providing a variety of educational and recreational activities.
- Checking play equipment regularly to ensure the safety and well-being of club users.
- Ensuring that parents, carers and other visitors are made to feel welcome on visiting the club and that they receive appropriate information and advice.
- Maintaining accurate records.
- Administering basic First Aid where necessary.
- Assist in preparing healthy snacks and meals where appropriate.
- To assist with setting up and clearing away at the beginning and end of each session.
- To undertake such personal training that may be deemed necessary to meet the duties of the post.
- This post has a high level of contact with, and responsibility for children.

Durham and Newcastle Diocesan Learning Trust is a company limited by guarantee (Company Number 10847279) and exempt charity registered in England and Wales at the Cai Building 4th Floor, Coble Dene, Royal Quays, North Shields, Tyne And Wear, United Kingdom, NE29 6DE.



- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- The post holder must carry out his/her duties with full regard to the Academies Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
- To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
- Any other duties of a similar nature related to the post, which may be required from time to time.

Signed.....Post Holder

Signed.....Headteacher

The successful applicant will be subject to relevant vetting checks, including a satisfactory DBS check before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the academy.

St. Mary's CE Primary School are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.