

Out of School Club Assistant		
Role Title	**Typically reports to**	
Play worker OOSC	Headteacher or designated member of staff	
Specific Responsibilities	**Grade**	**Date of profile**
Play worker OOSC -	3	March 2025

Purpose of the role (job statement)

To be responsible to the OOSC lead and the Headteacher for the operation and development of the Breakfast Club to ensure continued smooth and effective running.

Main Duties:-

Running the club

- Assist with the setting-up of the club each day,
- Assist with the preparation and serving of breakfast as appropriate,
- Help to create a welcoming and supportive environment for the pupils attending the breakfast club,
- Assist with the tidying of the venue after use,

Administrative duties

- Assist with maintaining a registration or signing in system,
- Help create related promotional displays for the club in the school,

Standards and quality assurance

- Support the aims and ethos of the school,
- Set a good example in terms of punctuality, behaviour, and attendance,
- Assist the co-ordinator with the purchasing and management of stock, and regular audits of resources,
- Assist the co-ordinator with ensuring the maintenance, cleanliness, and safety of specialist equipment,Demonstrate and assist in the safe and effective use of specialist equipment/materials,

Other duties and responsibilities

- Be aware of and comply with policies and procedures relating to child protection, food hygiene, health, safety and security, administration, and confidentiality, reporting all concerns to an appropriate person,
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop,
- Contribute to the overall ethos/work/aims of the school,
- Help to establish constructive relationships and communicate with other agencies/professionals,
- Participate in training, other learning activities and performance development as required,
- Manage the health needs of the children in OOSC.

Responsibilities:-

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, and security,
- Confidentiality and data protection, reporting all concerns to an appropriate person,
- Be aware of and support difference and ensure equal opportunities for all,
- Contribute to the overall ethos/work/aims of the school,
- Appreciate and support the role of other professionals,
- Attend and participate in relevant meetings, as required,
- Participate in training and other learning activities and performance development, as required,

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Signature of post holder ..... **Date** **/ /** .....

Signature of headteacher ..... **Date** **/ /** .....



Person Specification – Supervisory Assistant			
Area	**Criteria** **Requirement - E = Essential - D= Desirable** **Assessment by Application =A Interview process = I**	**R**	**A**
Skills Knowledge Aptitudes	**Knowledge** • The post-holder will have basic knowledge of Food Hygiene, Health and Safety including COSHH, First Aid, Lifting and Handling and Fire Prevention for which appropriate training will be provided, • Use of equipment/resources, • Full working knowledge of relevant policies/codes of practice/legislation, **Skills** • Ability to relate well to children and adults, **Experience** • Previous experience of managing pupil behaviour in a workplace setting, • The ability to develop good relationships with children and to work with them to promote high standards of behaviour and co-operation, • To have a knowledge and an under-standing of whole school policies and the ethos of the school with particular knowledge and understanding of relevant policies, for example, bullying and racism, • The ability to form a good working relationship with other staff and follow instructions and objectives,	E E E E E E E E	AI AI AI AI AI AI AI AI

	● The ability to work with a team, ● The ability to participate in training, ● The ability to deal with minor incidents, first aid and the personal health and hygiene of the pupils, ● The ability to work in a changing environment in a flexible way, ● To understand equal opportunities and ensure that all pupils have equal access to opportunities to learn,	E E E E E	AI AI AI AI AI
Qualifications and Training	● Current NVQ level 1 or equivalent in English and Maths **and** experience in relevant disciple/job role, ● First Aid Qualification**,**	E D	A A
Experience	● Experience of working with children with special needs, ● Experience of communicating accurately both verbally and orally,	E E	AI AI
Disposition	● High level of patience, ● Calm and Caring in outlook,	E E	AI AI