

ROCHDALE BOROUGH COUNCIL

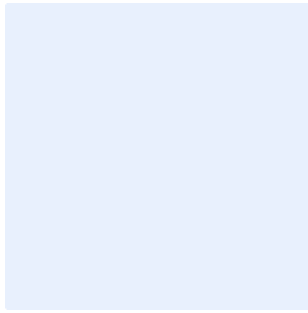
SCHOOL: St Edward's CE Primary School

JOB DESCRIPTION

Job Title:	Before and After School Club Assistant
Grade:	Grade 3 (SCP) 5-6
Responsible to:	Please insert as appropriate
Responsible for:	Not applicable
Hours of Duty:	10 hours – Mon – Fri 3.15pm – 5.15pm
Any Special Conditions of Service:	<p>The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.</p> <ul style="list-style-type: none">• Annual Leave – Term Time Only – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	<ul style="list-style-type: none">➤ Approach the job at all times using the values set out in the Rochdale Way:<ul style="list-style-type: none">• Valuing our people• Focusing on customers• Acting with integrity• Using time and money wisely• Working together• Always learning and improving➤ Be aware of and apply the Rochdale Way behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

To provide a secure environment for children attending Before and After School Clubs (as applicable) and to organize and supervise a range of creative activities for individuals and groups of children.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with the Authority/School's Health and Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development

The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's Performance Management Framework.

Relationships (Internal and External)

Internal:

School staff, governors, volunteers, pupils and users of the school.

External:

Parents/carers, staff in other schools and within the Local Authority and other outside agencies as required.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

1. To organize and supervise a programme of activities suitable for the age range of children in the School's Before and After School Clubs, preparing materials and equipment as required.
2. To ensure that activities are carried out in a safe and responsible manner and that children are safeguarded, in accordance with statutory responsibilities.
3. To create activities that are engaging, interesting and meet individual and group needs of children attending Before and After School Clubs.
4. To encourage parental involvement and support, building effective relationships and maintaining ongoing communication.
5. To work collaboratively with other team members to deliver a high quality service.
6. To ensure all equipment is maintained, clean and safe for use.
7. To distribute drinks and snacks to children, following all associated procedures for food hygiene and children's individual dietary requirements.
8. To ensure that good standards of hygiene and cleanliness are maintained at all times.
9. To ensure that children's health and personal records are updated and stored securely.
10. To assist in planning and supervising trips during school holidays.
11. To assist with administration and preparing of promotional materials in respect of the Before and After School Clubs.

SECONDARY DUTIES

1. To make a positive contribution to the school, supporting and promoting its ethos, aims and the development/improvement plan.
2. To 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 (in line with relevant policies).
3. To promote equality and diversity.
4. To participate in training and other learning activities and performance development as required.
5. To attend relevant meetings as required.

6. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the postholder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____