

## JOB DESCRIPTION

**School/College:** Greenfield Pre-School

**Job Title:** Breakfast/After School Club Assistant

**Grade:** 4

**Post Number:**

**Responsible To:** Head teacher

**Key Relationships/  
Liaison with:** Head of Early Years, Pre-school staff, parents

**Job Purpose:** To provide high quality activities for pupils before the start of or after the end of the core pre-school day.

### Occupational Standards:

#### MAIN DUTIES AND RESPONSIBILITIES:

1. Assist in planning programs of activities appropriate to the age and ability of the group.
2. Supervise, support and assist pupils undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
3. Monitor and evaluate activities, prepare brief written reports when necessary.
4. Be aware at all times of appropriate health and safety procedures.
5. Assist with the organisation of equipment and accommodation.
6. Refer any instance of unacceptable behaviour or concerns they may have about pupils to the relevant pre-school/teaching staff.
7. Mop up spillages and accidents with the use of appropriate materials/equipment.
8. To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
9. To provide toileting support to pupils as necessary.
10. To contribute to the provision of support for bilingual / multilingual pupils if required.
11. Be aware and apply the school's policies and procedures.
12. Being aware of confidentiality issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.

13. Participating in appropriate school-based meetings and training activities within contracted hours.
14. To support, as appropriate, in instances where pupils are unwell whilst at the school.

**SPECIAL FACTORS:**

*(Please delete/add where appropriate)*

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**

## PERSON SPECIFICATION



**School/College:** Greenfield Primary School

**Job Title:** Breakfast/After School Club Assistant

**Grade:** 4

**Post Number:**

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>			
<b><u>Experience</u></b> <ul style="list-style-type: none"> <li>Working with children in a learning environment.</li> </ul>		✓	App/Int/ Ref
<b><u>Knowledge</u></b> <ul style="list-style-type: none"> <li>Knowledge of child protection and health and safety procedures.</li> </ul>	✓		App/Int/ Ref
<b><u>Skills/Attributes</u></b> <ul style="list-style-type: none"> <li>Ability and willingness to undertake professional development.</li> <li>A high standard of literacy and numeracy skills.</li> <li>Good interpersonal skills.</li> <li>Empathy with children and young people.</li> <li>Ability to work effectively as part of a team.</li> </ul>	✓  ✓  ✓  ✓  ✓		App/Int  Int/Ref  Int/Ref  Int/Ref  Int/Ref
<b><u>General Circumstances</u></b> <ul style="list-style-type: none"> <li>Attendance - evidence of regular attendance at work.</li> <li>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li> </ul>	✓  ✓		App/Ref/ Med  App/Int

	Essential	Desirable	How assessed
<u><b>Factors not already covered</b></u>  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (e.g. Certificates)**