

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: After School Club, Breakfast Club, Holiday Assistant	Post No: GEN36	Grade: HC3
Organisational information: Responsible to: Club Supervisor/ Governing Body/ Head Teacher Professionally responsible to: <i>(where appropriate)</i> Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i> Responsible for: n/a Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i> <i>Internal:</i> School Secretary/ Head Teacher/ EYDCP <i>External:</i>		
Main Purpose of Job: Under the direction of the Club Supervisor to initiate and supervise play and other activities for children in a safe, structured environment.		
Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i> <ul style="list-style-type: none"> • Prepare and provide safe, creative, appropriate play opportunities and other activities in line with the operational plan. • Assess, plan and evaluate play to ensure children's overall development. • Administer first aid as appropriate. • Encourage parental involvement and support. • Work with the Supervisor/ Head Teacher/ Governing Body on Quality Assurance and to acquire and maintain OFSTED registration. • Work within agreed policies. • Carrying out all responsibilities and activities within an equal opportunities framework. • Work as part of a team and undertake relevant training for personal development. • Prepare and provide healthy and nutritious food (i.e. Breakfast, snacks and light tea). 		

DATA QUALITY**Council staff**

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:

- Plan and carry out a range of appropriate activities for children.
- Assist the Supervisor to organise trips and outings where appropriate.
- Attend meetings as appropriate.
- To understand any other duties as assigned by the supervisor.

Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

October 2013

GENERIC PERSON SPECIFICATION - SCHOOLS

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All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*	
Experience	Working knowledge of the National Standards	Application Form / Interview	
Skills and Abilities <i>Including personal attributes</i>	Ability to develop appropriate positive relationships with children Good communication skills Ability to work as part of a team Good interpersonal skills Understanding of Equal Opportunities	Application Form / Interview	
Qualifications and Training <i>including professional qualifications</i>	NVQ Level 2 in an appropriate subject area or willingness to work towards level 2	Application Form	
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	Police clearance	DBS check	
Line Manager Signature:			
Date:			

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2013