



Mickleover Primary School Job Description & Person Specification

Out of Hours Club Assistant - Relief

Purpose of the Post

To provide quality childcare for 3-11yr olds in our Breakfast and Afterschool club at Mickleover Primary School. As part of a team to support the safety, welfare, and wellbeing of pupil. Help to ensure a fun, safe, and positive club experience for all children.

Main Duties and Responsibilities

- To participate in the planning of activities and play opportunities which are appropriate for the ages and individual needs of the children, using resources to reflect positive images of culture, gender and disability during the breakfast club.
- To provide a welcoming environment to pupils and parents/carers. To develop and maintain good relationships and communications with parents, carers, children and other team members.
- To work within Safeguarding policies and Mickleover Primary School's procedures, reporting any Child Protection concerns immediately to the Headteacher.
- To ensure that health and safety procedures, including daily risk assessments and cleaning procedures for toys and equipment, are understood and maintained at all times.
- To undertake Paediatric First Aid training, administer first aid where appropriate and record action in line with school policy and procedure.
- To prepare snacks for the children and undertake food hygiene training as necessary.

Associated Ancillary Duties

- Respond appropriately to accidents or injuries in accordance with school procedures.
- Check toilet areas regularly to ensure appropriate use and hygiene.
- Report damage, blockages, or concerns in toilet areas

General Responsibilities

- Promote and uphold the ethos and values of the school.
- Act in accordance with school policies and procedures, particularly those relating to safeguarding, behaviour management, confidentiality, health and safety, data protection and equality.
- Attend and contribute to staff meetings and training where appropriate.
- Work in line with current legislation and relevant regulations.
- Take responsibility for personal health and safety and that of others.

The job description may be amended at any time following discussion between the Headteacher, members of staff and Chair of Governors and will be reviewed annually.

Mickleover Primary School is committed to the safeguarding of its pupils and all appointments are made subject to full DBS clearance. I confirm that I have full DBS clearance and understand fully the requirements of this job description.

Signed:

Print:

Date:

Signed
(Headteacher)

Print:

Date:

Person Specification

	Essential	Desirable	How assessed
Education & Qualifications		NVQ level 1 / 2 relating to working with children First Aid certificate	A/F I
Experience		Experience of interacting with children in a supervisory capacity	A/F I
Knowledge	Some knowledge of children's games and activities. Knowledge of basic first aid. Understanding of confidentiality Understanding of Equal Opportunities Awareness of Health & Safety inc COSHH	School policies	A/F I
Skills & Abilities	Ability to supervise children to ensure their safety and wellbeing The ability to work effectively as part of a team Good communication skills Ability to promote positive behaviour and social development Ability to follow school policies and health & safety procedures Willing to be flexible and to work on own initiative within school guidelines Understanding of inclusion and equal opportunity	Have a caring, patient and approachable manner The ability to work effectively under pressure Enthusiastic and positive manner	A/F I
Safeguarding	A commitment to safeguarding and promoting the welfare of children. Be willing to familiarise yourself with		A/F I

	school policies and procedures in relation to safeguarding and/or child protection.		
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Abbreviations: AF = Application Form; I = Interview.