



1. **POST TITLE:** Fixed Term Wrap Around Assistant
GRADE: 3 **SECTION:**
POST REF NO: **POST LOCATION:** Jerry Clay Academy

2. **REPORTING TO:**
Breakfast/Teatime Club Manager / Deputy Manager

3. **SUPERVISORY RESPONSIBILITY:**
None

4. **OVERALL PURPOSE OF POST:**
To support the aims of the provision by contributing to high quality practice and provision.
To add to staff ratios where required, cover for staff illness, courses, holidays etc.

5. **MAIN TASKS:**
- Work alongside the existing out of hours staff to:
 - Help prepare the club facilities and activities to ensure agreed high quality standards are met
 - Establish good relationships with club staff, children and parents.
 - Carry out activities such as craft, baking, outdoor activities, as advised with the Manager
 - Help prepare, serve & tidy up breakfast / tea-time snack
 - Tidy away activities at the end of a session
 - Ensure health and safety of children: maintain register of children attending, ensure students are signed in and out of the club, control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, record all incidents in the incident book, and ensure children understand action to be taken in case of fire
 - Be prepared to undertake any relevant training to meet the needs of the service.
 - Creating a welcoming environment
 - Contributing to a safe environment for children and all users of The School/Centre
 - Maintaining rigorously high standards

6. **PERSONAL CONTACTS**

Internal: All staff of school/club, parents, carers, children

External: Other professionals as appropriate

7. **QUALIFICATION/SKILLS:**

Relevant experience working with primary aged children.

8. **SPECIAL FEATURES OF THE POST:**

A very flexible approach to hours/days worked is required within the opening times of 7.30 a.m. and 6p.m, Monday to Friday. Notice of hours will be given in advance e.g. the week before. The ability to change hours at short notice e.g. to cover illness is desirable.

Part time staff should be prepared to work additional days/hours to cover for the absence (holidays, sickness and training) of other staff.

9. **POSITION IN ORGANISATION:**

Breakfast / Teatime Club Assistant for children aged 4 to 11.

Date Prepared

March 2015

EMPLOYEE SPECIFICATION



POST OF: Breakfast / Teatime Club Assistant

PERSONAL QUALITIES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
SKILLS	<ul style="list-style-type: none"> -Ability to motivate children through a variety of exciting, stimulating and well planned experiences. -High expectations and ability to convey these to children and parents. -Ability to adapt quickly to the needs of children of different age groups. 	<ul style="list-style-type: none"> -Any additional skills which may enhance one's ability as an early and after school care practitioner 	<ul style="list-style-type: none"> Application form/supporting info. Interview References
SOCIAL SKILLS	<ul style="list-style-type: none"> -Ability to work within Jerry Clay Academy's policies, procedures and expectations. -Excellent interpersonal skills. -Enthusiasm, commitment and the ability to project these. -Cheerful and willing attitude. 	<ul style="list-style-type: none"> -Good sense of humour 	<ul style="list-style-type: none"> Application form/supporting info. Interview References
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> -A reasonable period of relevant experience in a childcare setting/ school or a qualification as below 	<ul style="list-style-type: none"> -Experience in more than one setting. -Experience with different age groups. 	<ul style="list-style-type: none"> Application form References
KNOWLEDGE	<ul style="list-style-type: none"> -Knowledge of high quality childcare. - Knowledge of equal opportunities 	<ul style="list-style-type: none"> -Knowledge of Ofsted requirements 	<ul style="list-style-type: none"> Application form/supporting info. Interview References
QUALIFICATIONS	<ul style="list-style-type: none"> -A relevant childcare qualification or experience as above 	<ul style="list-style-type: none"> -First Aid -Food Hygiene -SEN understanding -Any other relevant qualifications 	<ul style="list-style-type: none"> Application Form Certificates

JOB RELATED CIRCUMSTANCES	-A high level of adaptability/flexibility with regard to area worked in, age group and hours. -Desire to contribute to high quality provision at all times for all children.		Application form/supporting info. Interview References
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