



Providing outstanding education for all pupils – today and tomorrow!

First-class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.

By Working Together
Sustaining Excellence
Transforming Learning

Monksmoor Park CE Primary School

Job description: Wraparound care assistant (Breakfast Club)

The Rutland Learning Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Scale 1 Point 2 - £2,868.55 (FTE £25,218.63)

Hours: 5 hours per week, term-time only

Contract type: Part-time, Fixed-term

Reporting to: Office Manager and Headteacher

Overall Purpose of the Post:

To support the Breakfast club team in day-to-day delivery of the schools wraparound care provision, providing care and play opportunities in a safe and secure environment.

DUTIES AND RESPONSIBILITIES

1. Assist in creating a stimulating, clean and safe environment for children.
2. Contribute to delivery of the detailed, weekly plan of play activities to support the development of children's skills and experiences.
3. Prepare and deliver snacks (after relevant training) according to the weekly menu.
4. Monitor and evaluate children's responses to activities through observation evaluating and adjusting activities as appropriate to meet the needs of the children.
5. Ensure appropriate equipment and resources are available and in safe, clean and good condition.
6. Be aware of and comply with policies and procedures relating to child protection, food hygiene, Health & Safety, security, administration and confidentiality, reporting all concerns to an appropriate person.
7. Ensure information regarding pupils, staff, families and the wider community is handled



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confidentially and recorded appropriately

8. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
9. Support the development of pupils with special educational needs and/or disabilities.
10. Contribute towards and promote the overall ethos/work/aims of the school.
11. Establish constructive relationships and communicate with parents, team members and other stakeholders.
12. Participate in training, other learning activities and performance development as required.
13. Deliver basic first aid (after relevant training) as required.
14. Comply with any reasonable request from the Headteacher and/or After School Club Manager to undertake work of a similar level that is not specified within this job description.
15. Work to relevant health and safety agendas and exercise a duty of care at all times to all children and staff in the school.

This job description may be amended at any time after discussion with the post holder

Our school is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff and volunteers to share this commitment. The post holder must undergo a full enhanced DBS Disclosure.



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PERSON SPECIFICATION

SKILLS, ABILITY AND KNOWLEDGE	Essential/ Desirable	Assessment*
At least 1 year experience of working with children in a care or educational role	D	A, I
Able to prioritise work.	E	A, I
Able to work with minimal supervision.	E	A, I
Able to work alone and as part of a team to achieve specified standards.	E	A, I
Ability to relate well to children and adults	E	A, I
An understanding of child development and learning	D	A, I
Be flexible to changing demands of the post.	E	A, I
Experience of ICT, including Microsoft Office, internet & email.	D	A, I
Ability to work with sensitivity and diplomacy at various levels	E	A, I
Good literacy and numeracy skills.	E	A, I
Inclusive and pro-active team member.	E	A, I
Able to demonstrate an understanding of Equal Opportunities	E	A, I
Respect and value different experiences, ideas and backgrounds of other team members.	E	I
Be aware of and demonstrate commitment to legislation and guidance in working practices in relation to safeguarding Children and Young People.	E	I
Commitment to undertake training relevant to the role.	E	A, I
Able to work in accordance with the school Health and Safety policies.	E	A, I
Punctual and reliable.	E	A, I

QUALIFICATIONS AND EXPERIENCE	Essential/ Desirable	Assessment*
NVQ Level 2 or above for Teaching Assistants or other relevant discipline.	E	A, D
Basic food hygiene certificate	D	A, D
Basic First Aid training	D	A, D
Educated to GCSE Level 2 (min 5 GCSEs at grade A*-C) including English and maths	E	A, D
Training in Learning Strategies	D	A, D

* A = Application Form D = Documentary evidence I = Interview T = Test



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Prepared by:	Date:
RLT BM	10/06/2020