



TWISS GREEN PRIMARY SCHOOL

JOB DESCRIPTION

Position: Breakfast/After School Club Assistant

Responsible to: Supervisor in club/ Head Teacher/ School governors

Job description

- Provide appropriate play and activities for children's age, learning and development, preparing programmes and assisting with programmes
- Taking full care of children ensuring they are delivered to/collected safely from their classroom or designated point, on time
- Taking part in the administration, ordering and purchasing of equipment and materials
- Prepare and serve breakfasts and/or afternoon snacks
- Cleaning of food preparation areas, equipment etc
- Assist the supervisors with register procedures
- Work within the Ofsted Childcare Standards and club policies and procedures
- Keep school staff and parents informed of any relevant information passed on, either verbally or in writing
- Any other duties commensurate with the post



PERSON SPECIFICATION

Breakfast/After School Club Assistant

D = Desirable

E = Essential

To be evidenced at:

A = Application

I = Interview

Professional Development	Minimum NVQ Level 2 in Play work or Childcare and Education and a commitment to working towards a level 3 in play work.	E A I
	Certificates in Food and Hygiene and First Aid or willingness to work towards	D, A I
	Understanding of the EYFS outcomes	D I
Life and work experience, voluntary or paid	An understanding of good quality childcare in a playwork setting	D, A I
	The ability to offer creative play to children in a safe environment	D A I
	The ability to communicate at all levels	E I
	Outgoing personality, sports or crafts experience	D A I