



Boorley Park Primary



JOB DESCRIPTION

JOB TITLE:	Before and After School Club Assistant (Acorns)
GRADE:	Grade B
WORKING WEEKS/ HOURS:	39 weeks; 22.5 hours per week
TIMES WORKED:	7:30am – 9am and 3pm to 6pm Monday to Friday
BASE:	Boorley Park Primary School

ORGANISATIONAL ARRANGEMENTS:

Job holder: to be appointed

Reports to: Headteacher

GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Support with planning sessions for children who attend ensuring they are engaged in appropriate activities each session.
- Support children with any homework they may have
- Set up a welcoming environment for children and other adults
- Assist in keeping a daily register and providing feedback for staff/parents about children's eating habits and experience
- Be responsible for ensuring children are signed in and out of school appropriately
- Provide support for individual pupils to enable them to fully participate in activities
- Provide regular feedback about the children to other staff
- Serve appropriate, simple food that has been prepared by the school kitchen
- Serve children and encourage good table manners
- Ensure food is stored appropriately at the end of each session and that crockery, tables and the kitchen space is left clean and tidy

- Fully adhere to and promote Boorley Park Primary School Safeguarding Policies, fully engaging in following safeguarding procedures and policies at breakfast/after school sessions
 - Demonstrate awareness of health and safety, equal opportunities and ensure positive behaviour strategies in line with Boorley Park Primary School's policies and procedures
 - Operate at all times within the stated policies and practices of Boorley Park Primary School
 - Establish effective working relationships and set a good example through presentation and personal and professional conduct
 - Endeavour to give every child the opportunity to reach their potential and meet high expectations
 - Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and pupils
 - Take responsibility for own professional development and duties in relation to school policies and practices
 - Liaise effectively with parents and governors
 - Such other duties as may be reasonably allocated or directed within the purview of the post.
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NOTES

- The School and site is open between the hours of 7.00am and 7.00pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
 - Hours of work/designated lunch times may be subject to change for operational reasons.
 - All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
 - If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
 - No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
 - In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
 - There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.
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FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Headteacher.

Date Prepared: March 2023

Prepared By: Headteacher

Date Reviewed:

Reviewed By: