

Job Title	Kids Club Assistant
School	Brightlingsea Primary School and Nursery
Grade	Band 2 to mid-point
Reports to	Head teacher, Deputy Head Teacher, Kids Club Leader
Liaison with	Head teacher, DHT, Kids Club Play Leader, Kids Club assistants, Other staff, Pupils, Parents,
Purpose of the Job	To work under the direction of the Kids Club Play Leader to provide care for children in the Out of School Club. To provide activities in a safe and stimulating environment, in accordance with school policy.
Duties	<ul style="list-style-type: none"> • Planning and preparation of activities • Establish positive relationships with children, parents, carers and outside organisations • Provide a safe, creative and appropriate play activities • Supervise children in a variety of activities, ensuring health and safety procedures are followed • Assist in carrying out day to day administration and record keeping. • Promote positive pupil behaviour in line with school policies. • Report incidents or accidents to Kids Club Leader or Head teacher as appropriate and record. To also report these to parent/carers as appropriate. • Promote inclusion and acceptance of children with special needs within the setting ensuring access to all activities and their content through appropriate clarification, explanation and resources. • To support activities by arranging/providing resources under the direction of the Club Co-ordinator • To attend to children's personal needs including help with social, welfare and health matters • Administer minor first aid treatment (only if training provided) • Assist with the preparation, maintenance and control of stocks of materials and resources. <p><u>General</u></p> <ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety, welfare and behaviour management • To respect confidentiality at all times • To participate in training and professional development and attend meetings as appropriate to the post • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.</p>

Person Specification

Attributes	Criteria	How Identified	Rank
Education and Training	1. Relevant and recognised Level 3 qualification <i>desirable</i>	A	Desirable
	2. Evidence of ongoing personal development training	A & I	Desirable
	3. Desire to continue with professional development	A & I	Desirable
	4. Recent First Aid certificate	A	Desirable
	5. Basic Food Hygiene	A	Desirable
	6. Experience of working with children	A & I	Essential
Relevant Experience	7. Experience of working in partnership with parents	A & I	Desirable
	8. Knowledge of relevant legislation such as SEN, safeguarding, Childcare Act 2006	A & I	Essential
General and Special Knowledge	9. Knowledge of Child Development and children's needs	A & I	Desirable
	10. Ability to work with parents/carers/families to encourage partnership working	A & I	Essential
	11. Ability to communicate well with adults and children	A & I	Essential
Skills and Abilities	12. Ability to work as part of a team	A	Essential
	13. Ability to write legibly	A	Desirable
	14. Good presentation skills	A	Desirable
	15. Possess a level of general computer literacy with a range of IT skills.	A & I	Desirable
	16. Good organisational skills	A & I	Desirable
	17. Ability to demonstrate creative abilities	A & I	Desirable
	18. Understanding of Equal Opportunities	A & I	Essential
Any Additional Factors	19. Awareness of Health & Safety and practical Hygiene issues	A & I	Essential
	20. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary	A & I	Essential