



**St Nicholas Church of England Primary School  
Job Profile – Extended Care Club Assistant**

**Grade B (points 2-4)**

**Responsible to: Extended Care Club Supervisor, Business Manager**

**JOB PURPOSE**

To assist with the delivery of the school's before and after school provision, ensuring the security and safety, welfare and good conduct of pupils during these times.

**KEY DUTIES**

1. Assist with the delivery of activities to meet the educational and recreational needs of the pupils.
2. Set up and ensure that all equipment used is clean and safe.
3. Supervise pupils at all times, including physical activities (in the playground or fields), such that they are safe and well under direct instruction of senior staff.
4. Ensure pupils get to class on time.
5. Liaise with parents / carers to ensure the pupils' individual needs are met.
6. Report any incidents to senior staff.
7. Communicate with pupils to encourage participation in activities, support learning, development and healthy eating.
8. Works to set procedures, responding to individual pupil questions or needs on a day-by-day basis.
9. Maintain confidentiality and adhere to safeguarding procedures.

Individuals in this role may also:

1. Maintain accurate records
2. Assist in the preparation and serving of healthy food / snacks.
3. Demonstrate own duties to new or less experienced staff

**Continuing Professional Development – Personal**

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

**General**

1. To maintain confidentiality at all times unless the safety and well-being of service users are a cause for concern.
2. It is the responsibility of the postholder to comply with Health and Safety and Equal Opportunities requirements at all times.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Note:** *E denotes essential / D denotes desirable*

- Experience of working with children. E
- Ability to relate well to and establish good relationships with children. E
- Ability to establish and maintain good working relationships with a range of people. E
- Ability to work as part of a team. E
- Ability to deal with confidential issues. E
- Experience of working within a school setting. D

**Qualifications** **E/D**

- NVQ Level 2 or equivalent in a relevant area. D

**Other** **E/D**

- Commitment to the vision and values of St Nicholas C of E Primary School. E
- Commitment to the safeguarding of children and young people. E
- Commitment to equality and diversity in the workplace. E
- Be aware of responsibilities for Health and Safety of self and others. E
- Commitment to participate in relevant training programmes. E

Signed: ..... Extended Care Club Assistant Date: .....

Signed: ..... Headteacher Date: .....