Location St. Peter’s WD3 8HD

Pay Grade: HB

Purpose of the Role: To ensure the safety and wellbeing of pupils during after school activities club

Responsibilities:

* Prepare the layout of the tables in preparation for after school including laying up tables.
* Supervise the pupils when they are in the dining room eating dinner, encouraging good social skills and manners
* Clear up the dining room after the activities have finished including clearing any food and wrapping left on the tables, wiping the tables and chairs, and sweeping the floor.
* Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the duration of the afetr school activties club having regard to special or additional needs.
* Setting out and storing equipment
* Encourage pupils to select and eat healthy balanced meals
* Provide a safe environment for pupils to play/socialize outside
* Encourage children to be resilient and independent and follow the values of their school
* Ensure the behavior system is followed and deal with incidents accordingly. Report to senior staff in line with the school’s policy
* Provide first aid during the after school period as required
* To follow the direction of the after school activties club’s leader

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| **Knowledge**  Health and Safety  Level 1 Safeguarding / Awareness of keeping children safe  Understanding of the Schools Ethos, Vision and Values  Manual Handling  First Aid certificate | **Competencies**  Communication  Team working  Active listening  Sensitivity  Initiative |

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*