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**Breakfast and Afterschool Club Assistant**

Hours : Breakfast Club 07.30 – 08.45 Monday to Friday

Afterschool Club 14.45 – 18.00 Monday to Friday

Pay Grade : H4

The Breakfast and Afterschool Club will provide childcare during term time for parents and will therefore run every day of the academic year. We also operate two Playscheme’s one at Easter (usually 5 days) and one at the beginning of the Summer Holidays (usually 10 days). Playschemes are paid as overtime and not reflected in the above salary.

**Purpose**

To provide wrap around care to our pupils and assist in the smooth running of the Breakfast and Afterschool clubs and ensure that there is an excellent standard of provision which offers a variety of activities for pupils to enjoy in a relaxed, calm and safe environment.

* To assist in the delivery of a suitable programme of imaginative and innovative activities suitable to the needs and interests of children aged 4 – 11 years old.
* To ensure the provision offers a safe, happy and stimulating play environment.
* To assist with the planning, preparing and deliver of activities, which meet children’s individual developmental needs.
* To prepare and serve light snacks and to supervise mealtimes for the children
* To ensure the safe collection of children between the classes and the club
* Communicate and liaise with the parents
* Ensure areas are clean and cleared at the end of the sessions
* Be aware of children and allergies, medical conditions, food intolerances and dietary requirements
* To follow guidelines and procedures for Safeguarding in accordance with St Catherine’s policies and procedures
* Report directly to the Breakfast / Afterschool Club Manager

**Knowledge / Experience required**

* Experience of working with 4-11 year olds and their families
* Knowledge and understanding of child development
* Understanding and Commitment to good quality childcare

**Qualifications desired**

* First aid certificate desirable
* Level 2 or above Childcare qualification
* Basic food hygiene, Level 2 or above certification
* Basic Health and Safety certificate
* Food Allergy awareness Training certificate

**Skills Required**

* Ability to meet individual needs of children
* Ability to provide and facilitate safe and creative play
* Ability to communicate effectively at all levels
* Ability to work on own initiative
* Understanding of and commitment to Equal Opportunities
* Sense of fun

**General**

The list of duties in this job description should not be regarded as exclusive or exhaustive. Our school environment is a dynamic one and changes in working practices occur on a regular basis, the candidate should be resilient to change and show a willingness to adopt and champion new practices. As a term of your employment, you may be required to undertake various other duties as may reasonably be required and are commensurate with the level of the post holder.

**Confidentiality**

All staff members are required to respect the confidentiality of all matter relating to St Catherine’s students and staff.