

Knebworth Primary & Nursery School

Headteacher: Miss S Bains

Job Description: Extended Care Assistant

Reports to: Extended Care Lead/Headteacher

Salary Range: H1

Purpose of the job

- To help run Knebworth Primary School's Extended Care Provision 'Knebbers Crew'
- To assist in maintaining a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development

Roles and Responsibilities

- To help ensure the club offers a safe, stimulating and inclusive environment for all children
- To help plan, prepare and deliver a variety of activities which meet children's individual developmental needs
- To be vigilant and protect children from harm or abuse and report any concerns immediately in accordance with child protection and whistleblowing policies
- To be reliable, punctual and professional, maintaining staff ratios at all times
- To develop positive relationships with all children, staff and parents
- To ensure that tasks are completed to a high standard and work as a team
- To assist in ensuring the club is well resourced and well set up
- To assist in ensuring records are kept up to date in a timely manner
- To help plan daily menus and, if required, ensure provisions are ordered, stored and prepared appropriately
- To provide feedback and work in partnership with parents, carers and the school community, building relationships that encourage trust, open communication and reflection
- To act in line with all school policies and procedures including the effective resolution of complaints, communication and other issues
- To be professional and a strong role model to all children and other members of staff at all times
- To work flexibly and as part of a team, supporting colleagues whenever required to ensure the smooth running of the club
- To attend reasonable out of working hours activities including some training or parent events
- To communicate effectively sharing information, participating in meetings, inductions and one to ones
- To respect and value all children, parents and colleagues encouraging a positive and diverse working environment
- To co-operate, work and communicate effectively with other staff within school
- To share responsibility for the welfare of all children at the club following systems to ensure consistent high quality care
- To deal effectively with health and safety issues ensuring relevant personnel are informed
- To maintain a high degree of confidentiality in regard to pupil information ensuring legal duties such as GDPR are complied with
- To contribute to the school's commitment to the quality of access to opportunity to learn and develop for all pupils

Review of duties

The specific duties attached to any individual are subject to annual review and may, after discussion with the staff member, be changed.

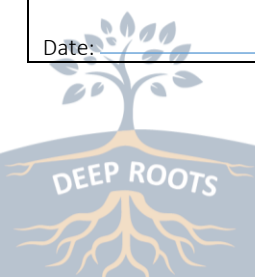
This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information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

This role will be reviewed annually as part of the Performance Appraisal process.

Signed: _____

Name: _____

Date: _____



HIGH ASPIRATIONS



RESPECT - RESPONSIBILITY - RESILIENCE