

Job Description – Morning Club Assistant

Job Purpose & Objectives

Details

To work as a member of the Morning Club team providing support to the supervisor.

Main Duties & Responsibilities

Details

- To direct a range of social, recreational and educational activities for children.
- Work with staff and, where appropriate, with parents to provide a programme of activities and interests relevant to the aims of the club, meeting the needs and aspirations of the children.
- To prepare and oversee the children whilst they eat their snack
- To be responsible for checking all equipment is neatly and tidily stored at the end of the session
- To be responsible for preparing a range of activities for the children to take part in.
- Undertake all necessary administrative tasks, including maintaining a register.
- To ensure the safe collection of children from reception for morning club.
- To ensure that all school policies are applied to the club and adhered to by all those that are involved with the club, staff, pupils and parents.

Additional Information

At Hill View Primary it is our practice to vary specific staff responsibilities in line with needs of the school. This will be carried out in consultation with the post holder.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

General Information for all Posts

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

The aim of this job description is to indicate the general purpose and level of responsibility of the post.

Please be aware that duties may vary from time to time without changing their character or general level of responsibility.

This job description may be amended at any time after discussion with the post holder.

Post Holder – signed Date

Manager – signed Date