

Job Title and Grade	
School Club Assistant Band 5	JOB ID; SCHOOLCLUB5
Possible local job titles	
School Club Assistant, Breakfast Club Assistant, After School Club Assistant	
Purpose of the role	
Assist with the provision of out of school activities to children.	
Responsibilities	
<p>Under the guidance and direction of teaching staff and/or school club staff;</p> <ul style="list-style-type: none"> • Ensure that the children's environment is safe, and able to support the focus of the school club activity. • Assist with the delivery of engaging activities and provision in order to support the educational, nutritional and social development of the pupils. • Ensure the safe use, storage and cleanliness of School Club equipment and toys. • Assist in the supervision of children at all times. • Work as a member of a team and share relevant information with other members of the team • Prepare balanced snacks including fruit and vegetables for consumption by the pupils if required • Be aware of child protection issues and the needs of all children, reporting concerns to an appropriate senior/professional colleague. • Develop good relationships with parents and to ensure individual needs are met. • Collect payment from parents where appropriate, passing this on to the nominated responsible person within the school • Assist pupils with toileting as necessary • Maintain straightforward records of attendance/payments as required • Attend relevant meetings as requested. • Undertake training as appropriate. • Show a duty of care and take appropriate action to comply with health and safety requirements at all times • Be aware of the schools relevant policies and procedures 	
Indicative Knowledge, Skills, Experience	
<ul style="list-style-type: none"> • Awareness of policy, procedures and legislation relating to child protection and health and safety • Ability to engage with pupils • Ability to allocate work and organise/prioritise tasks within the team • Good numeracy and literacy skills • Ability to use technology such as IT and office equipment 	
School Ethos	
<ul style="list-style-type: none"> • Be aware of and support difference and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school. • Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role. • Share expertise and skills with others. • Participate in training and other learning activities and performance development as required. • Recognise own strengths and areas of expertise and use these to advise and support others. • Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory. • Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. 	

- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.