



## Job Description

### Details of Post

- Title: Extended Schools Assistant (Level 1)
- School: Brown Clee C.E. Primary School
- Reporting to: Headteacher
- Post Number:
- Grade and SCP: Grade 4 (SCP 4)

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All support staff posts are subject to the Asylum and Immigration requirements.*

### Purpose of Post

To provide extended schools childcare provision under the guidance/instruction of the Extended Schools Leader and Headteacher.

### Principal Duties and Responsibilities

#### 1. Support for Pupils

- Prepare and organise a range of fun, active and stimulating activities; ensuring safe and creative play opportunities.
- Undertake basic administration tasks; to include accurate record keeping, ordering and purchasing materials.
- Ensure the good behaviour of children in accordance with school policies.
- Provide pupils with a range of healthy food and drink options, encouraging them to make choices and to develop a positive attitude towards healthy eating.
- Create a safe environment for the children; ensuring that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire/evacuation procedures are carried out effectively.
- Administer first aid as appropriate.
- Liaise with parents/carers, school representatives and other childcare and play related agencies.
- Record any accidents/incidents properly, informing parents/carers appropriately and in accordance with the school's health and safety procedures.
- Ensure all equipment and materials are cleared away, leaving the premises clean, tidy and secure.

#### 2. Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.

- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

### **3. Safeguarding**

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff

### **4. Data Protection and other statutory responsibilities**

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

### **5. Other Duties**

- Any other duties that the Headteacher, Governing Body feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

### **6. Review and Signatures**

- This job description is subject to review by the Headteacher / Governing Body in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

#### **Job Description and Personal Specification agreed by:**

**Post holder:** .....

**Signed:** ..... **Date:** .....

**Name of line manager:** .....

**Signed:** ..... **Date:** .....