



## Ashmole Primary School

**JOB TITLE:** Breakfast/After School Club Manager – Ashmole Primary

**PAY POINT:** 24

**RESPONSIBLE TO:** The Head Teacher in all matters

**EMPLOYMENT DUTIES:**

The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

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**PURPOSE OF THE ROLE:**

To ensure the smooth running and whole organisation of the Breakfast and After School Clubs at Ashmole Primary School.

To work under the direction of the Head Teacher to encourage and develop safe, purposeful and creative play during Breakfast and After School Clubs. Ensuring the conduct, welfare, safety, physical and mental wellbeing of pupils and the maintenance of good order and discipline.

- To lead the breakfast and after school club and specifically direct the other breakfast and after school club team members.
- To liaise with parents/carers on letters and information regarding the club and to keep detailed registers.
- To update the registers and accounts of the clubs so that all payments are correctly invoiced and paid.
- To use set admin time to ensure all records and emails are up to date and parental queries are answered effectively.
- To manage the start and end of the clubs and ensure all staff are supporting the clubs in the appropriate manner.
- To work with the staff to develop play awareness and opportunities.
- Engage children in purposeful play and fitness activities.
- Teach play skills and specific games and activities.
- Help support children with their personal, social and emotional development needs.
- Supervise and interact with pupils during the breakfast and after school clubs, encouraging positive social skills and good behaviour in pupils.
- Encourage inclusive and positive play in the playground and inside school during wet/adverse weather conditions.
- To supervise pupils on the school premises, (hall and classrooms etc.), movement of pupils on the stairs through corridors, when they are not allowed outside in inclement weather.
- Ensure pupils are dressed appropriately for the prevailing weather conditions.
- Implement and support the school's behaviour policies, ensure pupils comply with the school's behaviour policies, and report serious misdemeanours to senior staff.
- Assist with the general welfare/hygiene of pupils, including the supervision of toileting, washing hands and assisting pupils who soil/dirty their clothes.
- Encourage good table manners and eating habits among pupils.
- Understand the Healthy Eating Agenda in schools and encourage healthy eating to pupils in assisting pupils in their choice of meals.
- To liaise with the Head Teacher directly or specified teachers, or welfare when required with regard to the special or restricted dietary needs of pupils for medical and/or religious/cultural reasons.
- To be responsible in ensuring that any special dietary requirements for a pupil are notified to all Breakfast or After School Club Assistants in their supervision of any such pupil.



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- Deal with accidents, spillages (including body fluids) in the playground or dining area, ensuring these do not cause a safety hazard to others e.g. pupils and staff.
- Be vigilant in the playground, and recognise potential dangers.
- To supervise and observe entrance to the school during breakfast or afterschool to ensure children do not leave the playground. Check on any strangers who may enter the school premises, be observant of any loiterers and report to the Head Teacher/senior staff member.
- Deal with minor accidents/sickness ensuring if required seeking any assistance from a nominated first aider and report any serious incident or emergency to a relevant member of staff immediately.
- Ensure accidents/incidents are reported and recorded in the accident/incident book in line with the school's policy.
- Assist in checking that all pupils line up in time for 8.50am when the bell rings.
- Participate in training, induction and development activities and programmes, and attend and participate in meetings as required, including assisting in organising regular meetings for Breakfast and After School Club team.
- Maintain confidentiality in relation to pupil information and report problems/issues as well as significant matters with regard to pupil's play and behaviour to a relevant teacher or senior member of staff immediately.
- Participate in the supervision, induction, training and development of colleagues as required.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
  - child protection/safeguarding children
  - health, safety and security
  - confidentiality, and
  - data protection
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
- To be aware of the diverse background of pupils and to respect the dignity of pupils.
- Undertake these duties within Ashmole Academy Primary Trust policies and procedures and promote the Equal Opportunities Policy.
- Please note all holidays must be taken during the school holidays and **NOT** in term time.
- To safeguard and promote the welfare of children.
- To be aware of the school evacuation policy in the event of an emergency.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the school.

Post Holder: \_\_\_\_\_

Head Teacher: \_\_\_\_\_

Date: \_\_\_\_\_