



JOB DESCRIPTION

SCHOOL: St Thomas' CE Primary

POST DETAILS

Job Title: Link Club Assistant

Grade: 3

Location of Work: St Thomas' CE Primary School

Directly Responsible To: Club Supervisor / Head Teacher / Governors

Directly Responsible For: n/a

Hours of Duty: Casual hours
7:45 to 09.00 / 15:00 – 17/18:00 on an ad hoc basis

Primary Purpose and Scope of the Job:
To provide appropriate play and learning activities in a safe, caring environment

WORKING RELATIONSHIPS

Link Club colleagues, Link Club supervisor, Head teacher, pupils and parents.

KEY TASKS AND ACCOUNTABILITIES

1. The postholder must carry out the duties with full regard to the School's Performance Plan, Equality and Diversity Policy and Health and Safety Policy.
2. Be responsible for promoting and safeguarding the welfare of the children that you will work with.
3. Take part in the administration, ordering and purchasing of equipment and materials.
4. Prepare and serve breakfasts and/or afternoon snacks
5. Cleaning of food preparation areas, equipment etc

6. Assist the supervisors with register procedures
7. Work within the Ofsted Childcare Standards and club policies and procedures
8. Ensure children are delivered to/collected safely from their classroom or designated point, promptly
9. Keep school staff and parents informed of any relevant information passed on, either verbally or in writing
10. To carry out all duties with due regard to confidentiality and data protection regulations.
11. The postholder is responsible for the safeguarding and promoting the welfare of children.
12. To undertake such additional duties as are reasonably commensurate with the level of this post.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised: 20/05/2019

Prepared/revised by: Ian Moss, Head Teacher