

## Job Description

### Details of Post

- Title: Holiday Club Extended Schools Assistant (Level 1/2)
- School: St Lucia's CE Primary and Nursery
- Reporting to: Head Teacher, working under direction of Holiday Club Leader
- Main Workplace: St Lucia's CE Primary and Nursery
- Grade and SCP: Grade 2 (SCP 3)

*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.*

### GENERAL INFORMATION

Under the direction/instruction of senior staff: support and supervise the children in holiday club. Care for and play with the children in both the indoor and outdoor environment.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

#### Duties

- Supervise the children in club.
- Maintain calm, positive atmosphere, working in line with the school behavior policy.
- Interact with the children and organise games and activities during club.
- Develop positive, professional relationships with pupils, parents and colleagues.
- Assist in setting up and clearing at the beginning and end of club.
- Deal with any incidents and/or accidents involving children, administer first aid where applicable and record using the appropriate paperwork.
- Monitor and support the children throughout the day.
- Maintain high levels of care and safeguarding practice.
- Liaise with senior members of staff regarding issues arising and possible courses of action.
- Assist with food preparation, ie breakfast and snacks.

#### Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, discipline, 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, vision and values 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.

Any other duties that would reasonably be expected of the post holder.



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

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

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

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

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