

# Job Description

## **Oxhey Wood Primary School Breakfast/After School Support Staff**

### **1. Purpose of your job**

To provide a safe and stimulating environment for children who attend the Breakfast and After School Clubs.

### **2. Main areas of responsibility**

- Safeguard children adhering to the school safeguarding policies
- Attend regular safeguarding training provided by the school and LA
- Help support and deliver a wide range of activities
- To assist in the setting up and putting away of equipment at the start of and end of each session.
- Create a warm, welcoming and nurturing environment for children.
- Attend to children involved in minor accidents or incidents and administer First Aid as necessary.
- Liaise with managers, admin team, senior leaders and parents
- Manage behaviour in line with the school's Positive Behaviour/Anti-bullying policy
- Follow instructions given by Breakfast Club and After School club Managers
- Provide a wide range of interactive activities
- Engage with the children in purposeful play

### **3. Supervision**

The post holder will work under the general and specific direction of SLT.

### **4. Skills, knowledge and experience**

- Demonstrate a clear understanding of the needs of children.
- Experience of working with children in a primary school setting.
- Extend a warm, calm and polite welcome to children and parents.
- To be flexible in order to adjust to the needs of the setting.
- First Aid training desirable but can be provided.
- Food Hygiene training desirable but can be provided.
- Willingness to attend relevant training.
- Good verbal skills.
- Safeguarding children training is essential