

Manea Before and After School Club Practitioner Job Description

Title of Post: Breakfast & After School Club Practitioner – Term Time only

Responsible to: Head Teacher/ Wraparound Care Manager.

Hours: Breakfast Club – Monday – Friday – 7.30am – 8.40am. After School Club - Monday to Friday – 3.15pm – 6.00pm

Job Purpose

- To deliver high quality and inclusive play and childcare services which meets the individual play, learning, care, health and social and emotional developmental needs of all children attending the club in partnership with the school and the child's parents/carers.
- To deliver the play activities and general routines of the day, conducive to the children's developmental, play and learning needs.
- To follow established policies, procedures and guidelines under the direction of the Wraparound Manager.
- To report any safeguarding concerns to the wraparound manager.
- To help ensure the smooth transition of children between club -- school – club – home
- To be 3 day paediatric first aid trained.

Specific Duties

- To support the manager in providing a comfortable, safe, stimulating and aesthetically pleasing environment which provides consideration of families ethnic, cultural and linguistic backgrounds and consideration for children's gender and special needs, encouraging social development and appropriate behaviour.
- To assist the manager in implementing a range of play and learning activities that are age appropriate.
- To assist the manager in ensuring the programme of activities provided remains safe, stimulating and fun.
- To assist the manager in delivering of all activities appropriate to the child's individual needs.
- To assist in keeping all equipment and resources in an organised, safe and clean way.
- To assist the manager to ensure all children are collected safely from school and are escorted safely from breakfast club to school and from school to after school club.
- To assist the manager in ensuring that all children are collected safely by parents or named carers.
- To assist the manager to oversee the maintenance of children's personal hygiene.

- To assist the manager with the preparation and serving at all breakfast/snack times, the supervision and care of individuals and groups of children and the general care and welfare of all children throughout the sessions, as part of, and in addition to, the play and activity programme.
- To assist the manager to ensure that the cupboards, fridges etc are cleaned regularly.

General Duties

- To assist in the day-to-day running of the club.
- To keep up to date with current thinking by attending courses and reading relevant documents as required to fulfil this role.
- To ensure all children are kept protected and safe through the use of recognised child protection guidelines and that children are referred to other agencies as required.
- To report any safeguarding concerns to the wraparound manager.
- To carry out duties and responsibilities in accordance with the equal opportunities policy, OFSTED regulations, Early Years Foundation Stage (EYFS) Framework, health and safety policy and all other policy and procedures.
- Assist the manager in ensuring premises, grounds, indoor and outdoor equipment are maintained in a safe, satisfactory and hygienic condition and report any problems to the manager as soon as possible.
- To ensure relevant legislation relating to the service is followed.
- To accept and contribute to continued professional development.
- To work flexibly within the clubs and to undertake any other duties commensurate with the post as required by the Headteacher or Wraparound Manager.
- Undertake any other duties requested by the Headteacher/Wraparound Manager.

Possession of the following is essential:

- Level 3 in Early Years/Childcare

Possession of the following is essential but training can be given:

- Safeguarding Children Certificate
- Food Hygiene Certificate
- Allergen Training
- First Aid Certificate
- Current DBS check