

Role Title	Responsible to
Breakfast Club Playworker	Extended Services Manager and Deputy Extended Services Manager
Salary Grade	Hours
Band 1, points 1 - 3 (unqualified) Band 2, points 4 – 5 (qualified)	7:30am to 9am, Monday to Friday, Term time only plus training days.
Job Purpose	
<p>To assist with the planning, day-to-day organisation and operation of the club, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos, policies and procedures.</p> <p>The post holder is responsible for ensuring that all school Safeguarding Children policies are adhered to and concerns are raised in accordance with these policies.</p>	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> 1. To assist with the provision of care and creative play opportunities in consultation with children and other Club Staff. 2. To assist the Club Manager/ Deputy Manager in ensuring that children's individual needs are recognised, and engaging them in establishing and maintaining boundaries for their behaviour. 3. To assist with the safe handover of children from parents/ carers to the Club and from the Club to Class Teachers. 4. To support the Club Manager/ Deputy Manager in ensuring that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively. 5. To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation. 6. To assist with day to day administration and record keeping. 7. To work as part of the whole school team, liaise with relevant staff, and contribute to the promotion of the Club. 8. To administer first aid and medication as appropriate. 9. To participate in relevant training, staff meetings and development activities. 10. To maintain constructive relationships and communicate with parents/carers. 11. To work within agreed policies and procedures, and undertake other duties, appropriate to the grade, as may reasonably be required by the Club Manager/ Deputy Manager 12. To respect confidentiality at all times. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Plan activities which may contribute to a child's individual learning portfolio. 	

Indicative knowledge, skills and experience
<ul style="list-style-type: none"> Experience of working with children. A good standard of basic spoken and written English. Qualifications for Band 2 SCP 4 – 5 salary rate: A level 2 qualification in childcare or playwork or the equivalent.
Safeguarding
<p>The safety of children and young people is paramount. Templemoor Infant and Nursery School is fully committed to the rigorous implementation of safeguarding procedures and arrangements. The position will be offered to a successful candidate on the basis of a cleared enhanced DBS check and suitable professional references.</p>

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

I confirm that I have read and understand my job description. I understand and accept the professional expectations of my role that this document details.	
Signed:	Date: