



## Job Description

### Extended School Staff

Activity code: 455 Cost centre: 2EXT Department: EXTSC

<b>Job title</b>	Extended School Staff	<b>Based at</b>	School
<b>Line Manager</b>	Executive Headteacher/Headteacher/Head of School/Extended School Leader		
<b>Direct Line Management responsibility</b>	None	<b>Indirect Line Management responsibility</b>	None
<b>Frequent working relationships</b>	Pupils, families, support staff, teaching staff, cleaners		

<b>Main purpose of the role</b>	To provide a fun, active & stimulating before/after school provision including preparation of snack food. Supervise children before/after school.
---------------------------------	---

<b>Duties &amp; responsibilities</b>	
--------------------------------------	--

#### For all roles

- Understand and implement all Safeguarding policies and procedures in relation to working with children and young people
- Adhere to all Trust policies and procedures
- Be responsible for own continuing professional development
- Attend meetings as requested
- Maintain confidentiality at all times
- Undertake other duties as appropriate to the level of the role as required

#### Duties & responsibilities

1. To be responsible for the care & supervision of all pupils
2. Promote positive behaviour & healthy eating
3. To stimulate, encourage & develop pupil's play in a positive way

4. To prepare an area for the suitability of the children, which may involve moving and setting up tables and chairs and washing up dishes
5. Prepare and serve a simple uncooked meal for the children (cereal, fruit, toast).
6. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
7. To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
8. Be responsible for children during outdoor activities and ensure that the ratio of 1:8 is maintained.
9. Complete a register of children to ensure that everyone is accounted for.
10. Ensure a First Aid box is taken outside during outdoor activities.

#### **Mandatory training**

#### **Prior to starting employment**

- Child Protection/Safeguarding
- Online safety
- Prevent
- Cyber security
- GDPR
- Equality & inclusion
- Health & Safety awareness (in induction pack)
- Fire awareness (in induction pack)
- Health & Safety induction

#### **Role specific**

- Food hygiene
- First Aid

Prepared by: An Daras Trust

Date: January 2023

## Person Specification

### Extended School Staff

Qualifications		Essential	Desirable	How identified		For shortlisting only  Criteria met (application form)
Criteria				Application form	Interview	
1.	Attainment of Level 1 Standard of education or be able to demonstrate an equivalent level or knowledge	✓		✓		
2.	Food Hygiene Certificate		✓	✓		
3.	First Aid qualification		✓	✓		

Experience		Essential	Desirable	How identified		For shortlisting only  Criteria met (application form)
Criteria				Application form	Interview	
1.	Previous experience of working with children in a supervisory capacity	✓		✓		
2.	Previous experience of working with children within a school or similar environment		✓	✓		
3.	Experience in preparing and serving simple meals		✓	✓		

Knowledge		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	An understanding of play based approach to children's learning & development		✓	✓	✓	

Skills		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Good communication skills	✓		✓		
2.	Ability to prioritise between different demands	✓		✓		
3.	Self-motivated and enthusiastic	✓		✓		
4.	Patient, tolerant and friendly approach	✓		✓		
5.	Displays an awareness, understanding & commitment to the protection & safeguarding of children & young people	✓		✓	✓	