

Job Description

Extended School Staff

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

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

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

Duties & responsibilities

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				Application form	Interview	Criteria met (application form)
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				Application form	Interview	Criteria met (application form)
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	✓		✓	✓	