

Casual Around the Clock Club Support Job Description

JOB TITLE:	Casual Around the Clock Club Support
RESPONSIBLE TO:	Headteacher
GRADE:	A
HOURS:	0 hour contract
SALARY:	This is a 0-hour contract and the hours are from Monday to Friday, 7.30am - 9.00am and 15.00pm - 18.00pm. The hourly rate is £13.27 per hour (Full Time Equivalent - £25,614) which is Grade A , Scale Point 3 , for 38 weeks per year.

This document outlines the duties required of an Around the Clock Support to indicate the level of responsibility. It is not a comprehensive or exclusive list, and duties may be varied from time to time which do not change the general character of the job or level of responsibility.

KEY PURPOSE OF JOB

- Providing safe, creative, appropriate play opportunities for children attending Breakfast and after school club
- To assist in a range of activities that meets the curriculum needs of the children
- Preparation and service of breakfast and snacks
- To work in a flexible manner as a team member in harmony with school staff and parents, showing appropriate initiative and assuming responsibility for a range of activities as required
- To take an active role in sharing all activities with children, observing their development and contributing to the planning of the programme which caters for their needs
- To set up and clear away the Breakfast/ Afterschool Club room paying full regard to Health and Safety, leaving room clear and clean for other purposes
- To care for the general welfare of the children
- Carry out all responsibilities and activities within an equal opportunities framework
- To be a point of contact for drop offs and collecting of children



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- Day to day administration to include maintaining registers and bookings for the club
- Administering first aid as appropriate.
- To take part in any training arranged

PROFESSIONAL VALUES

- Willingness to participate in Performance Management and Professional Development, including attendance at relevant staff development (internally and externally) and apply the knowledge
- Commitment to adopt, adhere and work within Trust policies and procedures and help identify, minimise and eliminate any Health and Safety issues in the workplace.
- Value diversity and promote equal opportunities.
- Ensure that all information in relation to the Trust is treated with discretion and strict confidentiality at all times
- Demonstrate a high level of courtesy and care at all times
- Commitment to the Safeguarding and welfare of children at all times
- Recognises the value and benefits of team working.

GENERAL

- Support the ethos, aims and vision of the Trust.
- Support the Trust in its drive to raise standards for all pupils.
- Support the enhancement and operation of the learning environment of the Trust.

Inspiring the individuals of today, for a better society tomorrow