Job Description

Job title	Breakfast/After School Worker
Responsible to	Breakfast Club Manger
Hours of work	5 hours per week term time only (Inc 1 Evening)
Type of contract	Permanent
Salary	NJC Band C, Point 3
Base	Forefield Community Infant & Nursey School

Job Purpose
To work as part of a team alongside the wraparound club manager in the organising and running of the wraparound provision.

Role and responsibilities

Key Responsibilities
The successful post holder will:
• Work with and co-operate as a member of the wraparound team.
• Share ideas towards planning, organising and supervising a wide range of play activities.
• Comply with the school policies and procedures.
• Contribute towards providing and maintaining a high standard of organisation, preparing the room and activities, tidying and storing equipment and displays in the setting.
• Establish good communication with families.
• Assist the wraparound club manager, if required, in the maintenance of pupil attendance, in line with school procedures.
Safeguarding
To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty. In common with all staff and pupils of the Trust, the post holder should be aware of the Trust's policies and implement them as appropriate. Mersey View Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at our schools to share this commitment. The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is

exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed here:

https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.

Equality and Diversity

Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.

Training and Development

Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility

The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

The post holder is also required to

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.

- Be aware of, and comply with, all school policies (available via the Staff VLE). It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.
- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

Endorsement

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration I accept this job description.	
Print Name:	
Signature:	
Date:	

Person Specification

Breakfast & Afterschool Club Worker

Criteria	Essential/ desirable
• An appropriate level 2 play work or childcare qualification.	D
• A suitable level 2 qualification in maths.	E
• Experience of working with 4 to 11-year-old children.	E
• An understanding of good quality childcare.	D
• A commitment to equality and diversity.	D
• Ability to provide and facilitate safe creative play.	E
• Ability to communicate at all levels.	E
• Experience of administration.	D
• Ability to work as part of a team.	E
• Ability to record activities and progress.	D
• Ability to meet children's individual needs.	E
• Ability to work on own initiative.	E
• Ability to use judgement based on logic.	E
• Possession of a current Paediatric First Aid certificate.	D
• Understanding of EYFS National Standards.	D
• A current driving licence.	D
• Experience of working within a school.	D

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.