



Pitsford School

Job Description

Job Title:	Breakfast & After School Club Assistant	
Responsible to:	Breakfast & After School Club Co-Ordinator	
Salary:	£23,861 FTE	£4,401.69 pa (Actual)
Hours:	10 hours per week (Monday to Friday 7.15am to 8.30am and 5.15pm to 6.00pm)	
Working Weeks:	34 weeks per year (Term Time)	
Start Date:	September 2024	

JOB PURPOSE

Pitsford School is a co-educational independent school for pupils aged 3 – 18 years old. The school offers a very attractive working environment based in delightful rural parkland setting of some 30 acres close to Northampton centre.

Under the overall direction of the Headmaster but line-managed by the Breakfast & After School Club Co-Ordinator, the post holder's responsibilities are:

- To assist in the smooth running of the Breakfast and After School Club provision, providing high quality child care ensuring compliance with policies and procedures.
- To assist in providing a healthy breakfast and tea and provide varied activities for pupils to enjoy in a relaxed and calm environment.

KEY RESPONSIBILITIES

- To be part of the Breakfast and After School Club team to deliver high quality creative play opportunities in a safe and caring environment
- To provide support and assist with the supervision of the pupils and with the planning and co-ordination of equipment and materials to provide a safe, appropriate and stimulating environment
- To assist with the set up and clearing away the space paying full regard to Health & Safety, leaving the room clear and clean for other purposes
- To assist with the supervision and preparation of food and drinks for the pupils and assist with the supervision of the pupils whilst eating
- To maintain the healthy eating policy and keep abreast of all new information
- To assist the Co-Ordinator with recording attendance on a daily register and completing all relevant administrative paperwork and to ensure accurate records are maintained

Headmaster: Dr C Walker

Pitsford Hall, Pitsford, Northamptonshire, NN6 9AX

Tel: 01604 880306 Fax: 01604 882212 e-mail: office@pitsfordschool.com

Registered Charity No: 298910 Company No: 2281187

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- Make a positive contribution to the School, i.e. attending meetings and undertaking other mutual tasks (within reason) as delegated by the Head of the Junior School and the Headmaster

GENERAL RESPONSIBILITIES

- The role involves some evening and occasional weekend work; for example, Open Days take place on Saturdays
- Ensure that the School's health and safety and behaviour policy and other guidelines that may be issued from time to time are adhered to
- To attend any relevant training courses as identified and agreed
- To undertake any other duties as requested by the Headmaster, these duties may change from time to time without changing their general character or level of responsibility to ensure the smooth and efficient running of the school

PERSON SPECIFICATION

Attributes	Essential	Desirable
Education and Qualifications	Good level of education, to include at least Grade C or above in English and Maths NVQ Level 2 in Childcare or equivalent	Play work Qualification Food Hygiene Certificate
Experience and Knowledge	Good knowledge or experience of working within a play environment with appropriate activities	Experience of working within in a School environment
Ability and Skills	First rate interpersonal skills with the ability to communicate (visually, verbally and written) with clarity, empathy and enthusiasm	Good IT skills and familiar with relevant packages
	Hard working, resilient and proactive with a sense of humour	
	The ability to prioritise, multi-task and manage your own workload	
	Good organisational skills and to be able to work as part of a team as well as on your own	
Attributes	To be reliable and friendly, adaptable and flexible, have a positive approach to achieve the aims of the School	

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	To have empathy, care, understanding the importance of mindfulness, wellbeing and resilience	
Health and safety	The post holder should be committed to health and safety, and be willing to undertake training to enable the implementation of procedures for the welfare of pupils and staff	
Safeguarding	In addition to the normal pre-employment checks, the post holder will be required to undertake an enhanced Disclosure & Barring Service (DBS) check	

Pitsford School operates a pension scheme which all non-teaching members of staff are eligible to join, both the school and member of staff contribute.

