

Post:	Extended Services Assistant
Salary:	£1,795 per annum actual salary
Working hours:	5 hours per week, term time only 7.30am to 8.30am
Reports to:	Extended Services Manager

General information:

The Extended Services Assistant will be allocated areas and children for whom they will be responsible each day. This could vary from day to day on a rota basis. Although the area will be divided so that each Assistant looks after a specific group or area each day they must be prepared to accept a variation if any emergency calls another Assistant away.

The main areas of work responsibility will be the areas of the school used during breakfast and after school club. A good standard of behaviour is needed and it is important that this should be maintained throughout the breakfast and after school period which should be a pleasant time for all concerned. The Extended Services Assistant must act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect; and must see that the children behave at all times sensibly and quietly.

The Extended Services Assistant must be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact, in an emergency, the Extended Services Manager or the Principal.

Duties:

These will be allocated by the Principal and Extended Services Manager in accordance with scheme of breakfast and after school club supervision for the school and will include:

1. To supervise dining areas
2. To control queues
3. To ensure that the overall arrangement for children to dine promotes an orderly and pleasant service

4. To remove any spillage quickly
5. To supervise the return of used crockery and cutlery by the children
6. To ensure the children leave the tables clean for next occupant
7. To ensure that dining areas are left clean and tidy
8. To spot-clean areas as required
9. To supervise by moving around amongst the children within the area you are covering
10. To promote safe and acceptable standards of behaviour
11. To ensure the safety of children and property during the supervisory period
12. To assist in clearing of dining room and adjacent areas
13. To carry out various tasks in support of other school departments when required

General

To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

General to all employees

- This job specification is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and it may be subject to modification or amendment at any time after consultation with the holder of the post
- To comply with the requirements of the Health and Safety at Work regulations
- To take reasonable care of the Health and Safety of themselves and for others affected by his/her work and to co-operate with the employer in ensuring the Health and Safety responsibilities are carried out
- Diverse Academies Trust has an Equal Opportunities and a No Smoking Policy. All employees are expected to be committed to these