

JOB DESCRIPTION

Job Title	EXTENDED SCHOOLS ASSISTANT
Grade/Level	
Name	
Date	



LEVEL DESCRIPTION

All duties will be carried out within recognised procedures or guidelines. May include ad hoc duties, which require some initiative. Will make day-to-day decisions about own workload, within a clear framework and under the guidance of the Leader or Deputy.

There will be some need to interpret information or situations and to solve straightforward problems. Problems will be referred to line manager (Leader or Deputy in the absence of the Leader), who will be available for direction and guidance.

There will be no line management responsibilities.

INTRODUCTION

The level description gives an overview of the level of competence required to carry out work at this level. Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

The next section of this job description will give examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

EXAMPLES OF DUTIES

- Supervise pupils in the Extended Schools provision, organising games and activities – age appropriate under the direction of the Leader/Deputy
- There will be no line supervision of staff
- Assist in preparing and serving healthy snack food and beverages in line with the Healthy Eating Guidelines
- Advise Leader/Deputy of any issues arising during the session.
- Attend relevant training sessions, staff and other meetings as appropriate / required.
- Refer all first aid issues to the Leader or Deputy
- Report any equipment that is damaged or needs repair/removal to the leader/Line Manager
- Extended Schools risk assessment and ratios to be adhered to at all times
- Keep records as required.

OTHER INFORMATION

- The job description sets out the major duties associated with this post, it is assumed that other duties of a similar level / nature undertaken within the team are not excluded simply because they are not itemised.
- Duties of the post could vary from time to time as a result of new legislation, changes in technology or policy, in this event appropriate training will be provided.
- Any other reasonable duties as directed by the Headteacher/Leader or Deputy

Signature of Extended Schools Assistant :

Signature of Headteacher :