

## **JOB DESCRIPTION**

### **KICKSTART – Childcare Support**

**POST: Kickstart – Childcare Support**

**REPORTS TO: Principal**

#### **Post Summary**

Providing general support to primary age children during lunch, break time and in the school day.

- Supervision of handwashing before and after meals.
- Escorting children to and from class to the dining room
- Assisting the children with table manners, use of cutlery, cutting of meat, serving etc.
- Supervision of return of table equipment to 'Returns' counter
- Cleaning up any spillages etc in the Dining Room classroom and toilets
- Supervision of children before and after the meal and playground duty
- Organising games and activities in line with school's policy for enrichment activities
- Assisting pupils with dress/ changing for activities/ personal hygiene.
- Care and welfare of pupils to include toileting and feeding as required.
- Administering first aid.
- Preparation of rooms, equipment and displays.
- Maintain school routine.
- Assist with out of school activities such as open days, trips, school performances etc.
- Undertaking duties on a rota basis during mid-morning and mid-afternoon breaks.
- To assist the teacher with supervision of pupils on school trips/visits.
- Keeping materials and equipment in tidy/safe manner.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

**Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**