



St Philip Westbrook C of E Primary School

"Together we aim high and with God's love we can fly"

JOB DESCRIPTION/SPECIFICATION

Position: Link Club Assistant

Job Purpose: To assist the Club Supervisor in delivering day to day care at the Link Club

Responsible to: Link Club Supervisor, School Business Manager, Gov Body of St Philip Church of England Aided Primary School.

Main Duties:

Support the planning, organisation and delivery of appropriate activities, ensuring that they are stimulating and fun in accordance with EYFS and Ofsted regulations.

Maintain a safe, caring and welcoming environment at all times and ensuring safe handover of children from school to link club and link club to parent and visa versa.

Support the planning and provision of a nutritional range of snacks for the children.

Administer First Aid as appropriate.

Good interpersonal and communication skills.

Initiate close liaison with parents and school.

Be responsible for promoting and safeguarding the welfare of the children that you will come into contact with.

Complete all necessary training and having requisite DBS checks, First Aid and Food Hygiene certificates.

Attend meetings as appropriate.

Carry out all responsibilities within an equal opportunities framework.

Work with agreed policies, as per policy document.