



**Love
Respect
Shine**

Cheadle Catholic Infant School

Conway Road, Cheadle Hulme,
Stockport, Cheshire, SK8 6DB

0161 485 8733

admin@cheadle-inf.stockport.sch.uk

Headteacher: **Mrs. Pamela Glynn** BA (Hons) QTS

Deputy Headteacher: Mrs Claire Lees B.ED (Hons)

School: Cheadle Catholic Infant School

Job Title: After School Club Assistant (Temporary)

Grade: Scale 2

Hours: 3.30-6pm

Reporting Arrangements:

The post holder is under the general direction and control of the Headteacher/Deputy Headteacher who may delegate such direction and supervision to a member of the teaching staff of the school.

Job Purpose:

To assist in the coordination of all activities within a safe and stimulating environment in accordance with club and/or school policies.

Duties and Responsibilities:

1. Assisting with the health, safety, welfare and healthy eating of children in the hall, dining area and anywhere within the school campus.
2. Set up and clear away tables and chairs, supervise the clearing away of eating utensils and recreational equipment and to clean up spillage where necessary.
3. Assist with any first aid that may be required.
4. Supervise pupils in the canteen/ hall during eating and during recreational activities for the duration of after school club.
5. To follow school health and safety advice and instructions.
6. To follow the school Safeguarding policy and report any concerns to the safeguarding lead.

