

St Thomas More Catholic Primary School

Headteacher: Mrs L Collins BSc (Hons) PGCE

Appleton Road, Eltham, London, SE9 6NS

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www.stmprimary.org



JOB DESCRIPTION

Afternoon Hopscotch Club Assistant

Job details

Reporting to: Headteacher

Main Purpose of the Job

To assist with the running of St Thomas More Primary School's Wrap Around Care provision, Hopscotch, for children aged 4 to 11 years. To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.

Main activities and responsibilities

- To ensure the provision offers a safe, welcoming, inclusive and stimulating play environment.
- To assist with the planning, preparing and delivery of activities, which meet children's individual developmental needs
- To work face to face with the children registered with the club
- To prepare and supervise refreshments for the children
- To be reliable and punctual, and assist in maintaining staffing ratios at all times
- To be professional and a good role model to the children and other staff members at all times
- To adhere to the guidance and procedures of the schools' policies
- To take part in necessary training as appropriate
- To assist in simple administrative duties as required
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures listed in the school's safeguarding policy
- To carry out any other duties as deemed by the Headteacher which will be seen to enhance the work of the school's extended day service