

School / Leeds City Council Job Description

School

The Whartons Primary School

Post Title

Extended Services Level 1

GRADE

A1

JE Ref

736

Post(s) to which directly responsible

Immediate line manager

Post(s) for which directly responsible

None

Purpose of job

To provide care and supervision for pupils out of school hours. To assist the team in the delivery of age and need appropriate activities

Responsibilities

- Ensure that all the equipment required for the session is set up before receiving pupils such as, putting the tables and activities out
- Prepare food, such as clean and chop fruit, make toast or other simple snacks as directed
- Supporting pupils while they eat snacks/meals cutting up food for pupils and making sure tables are clean and that water is available
- Ensure the health and safety of children in your care at all times, such as know who has gone to the toilet and ensure any potential dangers such as spillages are cleaned up etc.
- Ensure standards for healthy eating and table manners are maintained
- Lead the children in the establishment of suitable games/activities, ensuring the inclusion of all pupils
- Report accidents to the manager and complete an accident form if necessary
- To treat all information relating to families as confidential
- Ensure that school behaviour management policies are implemented
- Support the work of other extended services workers
- Support induction and training of new staff as required by the manager
- Respond to duty delegation as required by the manager
- Record inappropriate pupil behaviour and convey serious incidents to the manager
- Ensure that all equipment is cleaned and stored away, as necessary at the end of the

session

- Assist the manager to collect monies from parents/carers, check money collected complete records and lock away.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is based at The Whartons Primary School

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

Economic conditions

Grade:	A1
Annual Leave:	Term time only working
Hours:	3 – 5 Mornings per week 1.5 hours per day 4.5-7.5 hours per week
Conditions of Service:	NJC Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both “in-house” and external to meet the needs of the individual and of the Service.

Job Description Prepared / Reviewed by:	Julia Dickson	Date:	1 st June 2025
Job Description Approved by:	Julia Dickson	Date:	10 th June 2025

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Ability to relate well to children and adults	*		
Ability to work constructively as part of a team	*		
Ability to maintain a safe, calm and happy approach	*		
Basic Numeracy skills	*		

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Working with or caring for children of relevant age	*		
Basic childcare and health and safety knowledge	*		
Appropriate knowledge of first aid		*	
Participate in development and training opportunities	*		

EXPERIENCE	Ess	Des	MOA
Experience of dealing with queries from a wide range of people	*		
Experience of working as part of a team		*	
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care		*	

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I

METHOD OF ASSESSMENT(MOA)

A = Application Form
T = Test
I = Interview
C = Certificate