

## Northern Education Trust – Job Description

<b>Job Title:</b>	Tea Club Assistant	<b>JE Reference:</b>	JE125
<b>Base:</b>			
<b>Reports to:</b>	Business Manager	<b>Grade:</b>	Grade 2 SCP4 – SCP5
<b>Service responsibility:</b>		<b>Salary:</b>	£25,185 - £25,583 (FTE) Actual Prorata Salary - £8,882-£9,022
<b>Additional:</b>	Regular travel across the Trust may be necessary	<b>Term:</b>	15 hours, 38 weeks + 2 days

### **JOB PURPOSE**

- To assist the smooth running of the Tea Club, ensure a high quality provision of a healthy meal and varied activities for pupils to enjoy in a relaxed and calm environment at the end of the school day.

### **JOB SUMMARY**

1. To follow the healthy eating policy and keep updated with any new information.
2. To safeguard children and ensure and promote their health & safety.
3. Ensuring any food storage areas are cleaned.
4. Set up area before children arrive & with other tea club staff, pack away at end of session (ensuring kitchen area is cleaned after each session)
5. Plan and coordinate activities and games to interest and stimulate the children.
6. Organise the space and resources to create a welcoming, relaxed and informal environment.
7. Meet and greet parents & children as they depart (ensure a positive relationship with both).
8. Note any information passed on from parents and pass onto relevant professionals.
9. Settle children and serve meal encouraging the children to be independent or help others.
10. Interact with children, discussions, playing a game or simply having a conversation on a one to one basis.
11. Monitoring behaviour and ensure everybody is happy and content (any concerns should be shared with the relevant professionals).
12. Ensure there is a good standard of behaviour in line with the school's behaviour policy.
13. Bring any concerns to the attention of parents
14. Communicate any relevant news or issues to others in tea club team
15. Record attendance on daily register.
16. Liaise with school office staff and Principal on all relevant matters and issues

### **GDPR**

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**Safeguarding**

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

**General**

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: .....

Date: .....

**Northern Education Trust**  
**Post: Tea Club Assistant**  
**PERSON SPECIFICATION**

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
<b>QUALIFICATIONS</b>				
1.	Relevant basic skills	E	✓	
2.	Willingness to participate in training and development opportunities	E	✓	
3.	First Aid training	D	✓	
4.	Child Protection training/Safeguarding	D	✓	
<b>EXPERIENCE</b>				
5.	Experience of dealing with children of a Primary age	E	✓	
6.	Experience of working in a similar environment providing educational and recreational activities or be able to demonstrate the necessary attributes to do this	E	✓	
7.	Experience of working in a school environment	E	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
8.	Ability to relate well to children and adults	E	✓	✓
9.	Good communication skills	E	✓	✓
10.	Ability to work effectively as part of a team	E	✓	✓
11.	Be able to maintain confidentiality	E	✓	✓
12.	Good listening skills	E	✓	✓
13.	Be able to execute routine tasks on instruction	E	✓	✓
14.	Basic record keeping skills	E	✓	✓
15.	Able to use own initiative	E	✓	✓
16.	The ability to manage behaviour of children in a positive and supportive manner	E	✓	✓

				Assessed by:
No	Categories	Essential / Desirable	App Form	Interview / Task
17.	An understanding of hygiene and good health	E	✓	✓
18.	Relevant knowledge of First Aid	D	✓	✓
19.	Knowledge of children's dietary requirements and healthy eating	D	✓	✓
20.	Knowledge of Child Protection/Safeguarding	D	✓	✓
21.	Knowledge of Health & Safety	D	✓	✓
22.	Equal Opportunities and recognising the nature of the diverse academy community	D	✓	✓
<b>PERSONAL QUALITIES</b>				
23.	A strong commitment to the Trust values and ethos	E	✓	✓
24.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
25.	A flexible approach and a strong work ethic	E	✓	✓
26.	A commitment to working as part of the whole academy team and supporting the vision and aims of the academy	E	✓	✓

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