

# Cookridge Holy Trinity Church of England (Aided) Primary School



Green Lane  
Cookridge  
LEEDS  
LS16 7EZ

Telephone 0113 225 3040  
Website [www.holytrinity.leeds.sch.uk](http://www.holytrinity.leeds.sch.uk)

Headteacher: Ms C Harbrow

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Play Assistant Level 1– Extended Services</b>
<b>School:</b>	<b>Cookridge Holy Trinity Church of England (Aided) Primary School</b>
<b>Pay Range:</b>	<b>A1 pts8-11 £15,916.60 per annum FTE / £8.25 per hour</b>
<b>Responsible to:</b>	<b>Line Manager/Club Manager/ Headteacher</b>

### **Role:**

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

### **Main Duties:**

1. Ensure that all the equipment required for the session is set up before receiving pupils such as, putting the tables and activities out
2. Prepare food, such as clean and chop fruit, make toast or other simple snacks as directed
3. Supporting pupils while they eat snacks/meals cutting up food for pupils and making sure tables are clean and that water is available
4. 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.
5. Ensure standards for healthy eating and table manners are maintained
6. Lead the children in the establishment of suitable games/activities, ensuring the inclusion of all pupils
7. Report accidents to the manager and complete an accident form if necessary
8. To treat all information relating to families as confidential
9. Ensure that school behaviour management policies are implemented
10. Support the work of other extended services workers
11. Support induction and training of new staff as required by the manager
12. Respond to duty delegation as required by the manager

*The best for every child*



13. Record inappropriate pupil behaviour and convey serious incidents to the manager
14. Ensure that all equipment is cleaned and stored away, as necessary at the end of the session
15. Assist the manager to collect monies from parents/carers, check money collected complete records and lock away.
16. To ensure promotion and support of Equal Opportunities and Health & Safety
17. To undertake any other duties that are commensurate with the post

**Physical Conditions:**

Cookridge Holy Trinity has access by stairs and lift and is accessible by disabled persons to the ground floor by a portable ramp on request.

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

The school operates a non-smoking policy.

**Economic Conditions:**

Annual Leave: Term time only working plus 8 statutory holidays, pro rata for part-time working

Hours to be negotiated: Breakfast Club – 1.5 hours; After School Club – 2.5 hours

**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.