

Job Description

Wraparound Care / Lunchtime Assistant

Duties and responsibilities

A good standard of behaviour is needed and it is important that this should be maintained throughout your service which should be a pleasant experience for all concerned.

- act as a responsible caring adult with the health, safety, welfare of the children always in mind
- must show conduct which commands respect
- must see that the children behave at all times sensibly and quietly
- must be aware of how to get access to the first aid equipment and of the fire evacuation procedures
- To support and contribute to the school's responsibility for safeguarding children.

Duties and responsibilities

- **supervision of dining areas**
 - Actively supervise students by a physical and mobile presence in the school restaurant room from 11:30 am to 2:00 pm.
 - Control queues to dining areas.
 - See that the overall arrangement for children to dine promotes an orderly and pleasant dining service.
 - See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan, and brush is readily accessible.
 - See that trays are not left in dangerous positions, and are cleaned where necessary.
 - To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
 - Encourage the pupils to leave the table clean.
 - Ensure the dining areas are left clean and tidy.
 - Aim to clear all dining areas of pupils every day where possible by 2:00 pm.
- **supervision during the Garderie (wraparound care)**
 - Being responsible for pupils' supervision for the duration of Garderie sessions;
 - Engage with pupils, ensuring they are all included in activities offered by the Garderie;
 - Encourage pupils to do their homework by setting-up "homework" areas (No requirement to provide homework guidance or help);
 - Be involved in the choice/ suggestions of activities for the Garderie,
 - Ensuring pupils are safely collected by the person responsible for taking them home or to their afterschool Club.
 - Keep an attendance register for the Garderie and Club Students as required by the Club's Coordinator
 - Record all 'un-registered' students attending the Garderie on the 'Late Collection' register
 - Tidy and clean the room used for the after school garderie and look after and clean the equipment used by the garderie.
 - Being responsible for pupils' supervision and transfer between Clubs

- Assisting Club Leaders transfer pupils to off-site locations, on foot or otherwise, for Club activities
- You may be required to work as a 'Classroom Assistant' for some club activities and in this instance, you will undertake tasks set by the Club Leader.

Expertise

- Good command of either French or English
- Knowledge of the school
- Knowledge of the School's rules of procedures
- Ability to inform and report when necessary
- Position yourself in a relationship of authority

Weekly hours: 23 to 27 hours per week TBC

Salaire et avantages

En plus d'un salaire compétitif (qui dépendra des qualifications et de l'expérience du/de la candidat.e), le CFBL propose à ses employés un grand nombre d'avantages, y compris :

- Formation annuelle
- Enveloppe de jusqu'à £2,000 par employé pour les transports en commun, voyages, grosses dépenses (ordinateur, etc), crèche, etc.
- Réduction sur les frais de scolarité
- Un repas équilibré cuisiné chaque jour dans nos locaux
- Cours d'anglais
- Programme Perkbox (équivalent comité d'entreprise)
- Accès à une mutuelle complémentaire
- Assurance vie

Hourly rate: depending on experience and based on CFBL pay scale

To apply for this role, please complete the application form and email it to: recruitment@cfbl.org.uk as soon as possible.

The CFBL is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is classified as having substantial access to children and appointment is subject to an enhanced DBS police check of previous criminal convictions. Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offence(s) and when they were recorded.