

Role Profile: Breakfast and Afterschool Club Assistant

Location: Oakfields Preparatory School

Function: Facilities/Domestic

Reporting to: Head of Department

About the School – Oakfields Preparatory

Oakfields Preparatory School is a thriving independent day school in Upminster for children aged 2½ to 11, where high expectations, exceptional pastoral care and a passion for innovation combine to create an outstanding educational experience.

Driven by our vision of Learning Beyond Walls and Aspiring Beyond Limits, we provide children with a broad, ambitious and enriched curriculum that extends far beyond the traditional classroom. From outdoor learning and enterprise projects to sport, performing arts and leadership opportunities, we inspire curiosity, creativity and confidence in every pupil.

At Oakfields, we believe that education is about developing the whole child. Our small class sizes, strong family partnerships and nurturing community enable every pupil to be known, valued and challenged to reach their full potential. As we continue to invest in exciting learning environments and curriculum innovation, this is an exceptional opportunity to join a forward-thinking school where staff are empowered to make a genuine difference and contribute to a culture of excellence, ambition and opportunity.

Role Purpose

This is an exciting opportunity for an enthusiastic individual to assist our team as a *Breakfast & After School Club Assistant*. You will help provide a safe, welcoming and stimulating environment for pupils before and after the school day, supporting a range of engaging play, learning and wellbeing activities.

Working as part of a dedicated team, you will assist with the day-to-day running of the provision, ensuring pupils are well supervised, encouraged to participate in activities, and supported to develop confidence, independence and positive relationships. You will help maintain high standards of care, safeguarding, health and safety, and ensure the club provides an enjoyable experience for every child.

What you will be doing**Key Responsibilities**

- Assist with the daily set-up and tidy-up of the Breakfast and After School Club.
- Welcome, supervise and support pupils attending the provision, ensuring their safety and wellbeing at all times.
- Complete and maintain accurate attendance registers and follow collection and sign-out procedures.
- Prepare, serve and supervise healthy refreshments and snacks in line with food hygiene requirements.
- Plan, organise and support a variety of engaging play, recreational and learning activities suitable for different ages and interests.
- Encourage positive behaviour, social interaction, independence and inclusion for all pupils.
- Support pupils' emotional wellbeing and provide reassurance and guidance where needed.
- Administer basic first aid when required, following school procedures and training.
- Ensure equipment, resources and play areas are safe, clean and appropriately maintained.
- Assist with the safe storage of equipment and ensure activity areas are left clean and tidy after each session.
- Promote a positive and welcoming atmosphere that reflects the values and ethos of Oakfields Preparatory School

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

What you'll bring**Skills, Qualifications and Experience****Essential**

- Good literacy, numeracy and basic ICT skills.
- Ability to build positive relationships with children and support their wellbeing and development.
- Ability to work effectively as part of a team and communicate confidently with pupils, parents and colleagues.
- Good organisational skills and attention to detail.
- Ability to remain calm, flexible and professional in a busy environment.
- Ability to promote positive behaviour and encourage participation in activities.
- Reliable, punctual and able to manage time effectively.
- Understanding of safeguarding and child protection principles (training provided).

Desirable

- Experience working with children in a school, childcare or similar setting.
- NVQ Level 2 or 3 in Childcare, Playwork, Teaching Assistance, or a related qualification.
- Paediatric First Aid qualification (or willingness to undertake training).
- Food Hygiene Level 2 qualification (or willingness to undertake training).
- Experience supporting recreational, play-based or enrichment activities.
- Understanding of child development and age-appropriate play.
- Flexibility to work a range of breakfast and/or after-school sessions.

Key Stakeholders you'll be working with

- **Internal:** Pupils and all school staff.
- **Blenheim Schools:** Colleagues across Blenheim schools.
- **External:** Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Oakfields Prep School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.



Job Description

- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

• **To be signed and dated by employee:**

• **Signed:**

• **Name (print):**

• **Date:**

