**Job Description**

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| **Job title:****Breakfast Club Assistant** | |
| **Grade: KSB** | **Location: Shatterlocks Infant and Nursery School** |
| **Position reports to:**Line Manger | **Liaising with:** Head Teacher, Trust (SSET) Leadership Team, School Leadership Team, Deputy/Assistant Head Teacher, Teaching and Support Staff, external agencies, students and parents. |

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| **Key duties and responsibilities** |
| * To set the Breakfast Club area up for the arrival of pupils. * To supervise pupils before School starts to minimise any disruption, ensure their wellbeing and maintain their safety. * To ensure smooth and effective running of the breakfast club. * Responsible for the collections of fees etc. * To ensure that pupils enter and leave the Breakfast Club in a safe fashion. * To assist pupils, as necessary, during breakfast to ensure their wellbeing. * To provide breakfast and offer a stimulating range of activities. * To ensure that the Breakfast Club area is cleared and cleaned after use for other School uses during the day. * To hold a current Paediatric and First Aid at Work certificate and to carry out first aid to pupils and staff as required. * To liaise with parents on the admission and care of the pupil and relay relevant information to other members of staff. |

**Person Specification**

**Breakfast Club Assistant**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | English and Math’s GCSE (Level 4 and above) or equivalent  Level 1 or 2 Teaching Assistant Diploma or equivalent (desirable) |
| **EXPERIENCE** | Previous experience of working with children (desirable) |
| **SKILLS, ABILITIES AND BEHAVIOURS** | Numeracy and literacy skills  The ability to relate well to children, understanding their needs and being able to respond accordingly.  The ability to converse easily with both children and adults, ask and answer questions and fulfil all aspects of the role, in accurate spoken English.  The ability to work well with adults as part of a team, communicate effectively giving and receiving feedback.  The ability to recognize and manage behaviorsin line with the school policies.  The ability to take basic records of interventions and evaluate impact.  A willingness to undertake professional development.  Basic IT skills |
| **KNOWLEDGE** | Knowledge of policies and procedures relating to child protection, safeguarding, health and safety, security, diversity, inclusion and equalities, data protection and confidentiality. |