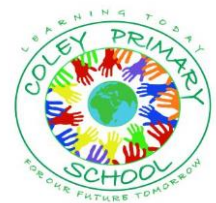


JOB DESCRIPTION



Job Title	Breakfast Club Assistant
Location	Coley Primary School
Grade	RG2b
Code	K360

Job Purpose

The day to day assistance of Coley Primary School Breakfast Club. To ensure the Breakfast Club provides safe, high quality school play and care for children.

Designation

Responsible to the Headteacher and Senior Leaders

Main Duties and Responsibilities

- To welcome and register all pupils arriving at Breakfast Club.
- To monitor the Breakfast Club email account prior to, and during Breakfast Club.
- To prepare and serve to the children.
- Ensure Health and Safety procedures are followed with particular reference to working in the Kitchen.
- Conduct continual stock checks and liaise with the Breakfast Club Supervisor.
- To be involved in activities, to offer stimulation and support to the children. Including indoor and outdoor activities.
- To create a positive atmosphere during the breakfast experience.
- To liaise and maintain good communication with the children, parents/carers and teachers to ensure the smooth running of the Breakfast Club.
- To work within agreed New Town Breakfast club's policies, procedures and information booklet, including behaviour management, confidentiality, child protection, Health and Safety and food safety.
- To adhere to the safeguarding/child protection procedures in the Breakfast Club; advising the Designated Safeguarding Lead of any concerns.
- To provide full care for the children under the supervision of the Breakfast Club Supervisor.
- To escort/safely deliver children to their relevant classes.
- To ensure that the Breakfast Club is a safe environment for the children, that equipment is safe for use, safety procedures are implemented at all times, adhering to the school's Health and Safety Policy. To report any identified safety concerns to the relevant leaders.
- To be aware of fire evacuation procedures.
- To serve healthy breakfasts for the children.
- To ensure that high hygiene standards are maintained with regard to food storage and preparation following guidance of procedures to comply with Food Safety Regulations.
- To undertake relevant training as deemed necessary.
- To set and tidy away Breakfast Club equipment before and after sessions.
- To undertake first aid if required.
- To undertake any other duties as may become necessary as directed by school leaders.

Special Requirements

- Enhanced DBS Check
- Level 1 Health & Safety
- Level 2 Food Hygiene
- First Aid Certificate

PERSON SPECIFICATION

Qualifications/Education/Training

- Food Hygiene Certificate level 2
- Paediatric First Aid desirable
- Universal Safeguarding Level 1

Experience

- Working with or caring for children of primary school age
- Experience of working in a similar setting

Skills and Abilities

- Good numeracy and literacy skills
- Ability to work on own initiative and as part of a team
- Effective communication and organisational skills
- Ability to establish and maintain good relationships with all members of the school community

Specific Working Requirements

- Professional manner and attitude
- Ability to relate well to children
- Trustworthy, reliable and punctual with a flexible approach to work