



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

BREAKFAST CLUB ASSISTANT

JOB DESCRIPTION

JOB PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY

1. Support the Breakfast Club Supervisor in operating the Breakfast Club.
2. Be responsible for a safe and clean working environment.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Support for Pupils

- 1.1 Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate.
- 1.2 Establish good relationships with children; interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.
- 1.3 Assist in preparing the Breakfast Club facilities and activities to ensure the quality standards agreed are met.
- 1.4 Encourage good behaviour and take action with poor behaviour in line with school policy.
- 1.5 Considers the needs of pupils in all decisions about the club.
- 1.6 Complete any documentation required by the school in relation to incidents occurring during the breakfast period.
- 1.7 Control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, and ensure children understand action required in case of fire.
- 1.8 Supervise the movement of pupils to and from dining areas, including any personal hygiene requirements (e.g. hand washing).
- 1.9 Maintain a clean working environment and ensure the Breakfast Club area is cleaned at the end of each session.
- 1.10 Ensure that all Breakfast Club furniture and equipment is correctly stored at the end of each session.

2 Support for the School

- 2.1 Support the maintenance and enhancement of the school's ethos and mission through their own outstanding professional conduct and high expectations of others.
- 2.2 Be aware of and comply with policies relating to safeguarding (including child protection), health and safety, confidentiality and data protection.
- 2.3 Assist in providing an atmosphere in which effective learning can take place.
- 2.4 Support the promotion of positive relationships with parents and outside agencies.
- 2.5 Work within school policies and procedures.
- 2.6 Attend and participate in individual and team meetings as required.
- 2.7 Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management and use this to support others.
- 2.8 Work as part of a team and support the role of other people in the team.

3 Other Responsibilities

- 3.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 3.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'
- 3.3 Contribute to the wider life of the Trust and the Star community
- 3.4 Carry out any such duties as may be reasonably required by the Trust

4 Records Management

- 4.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	None Required.			
EXPERIENCE				
2.	Working with children in a similar role or educational setting.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
3.	Basic food hygiene.	E	✓	✓
4.	First Aid (or commitment to obtain).	E	✓	✓
5.	Ability to work on own initiative as well as a member of a team.	E	✓	✓
6.	Ability to articulate and communicate.	E	✓	✓
7.	Ability to build effective working relationship with all pupils and colleagues.	E	✓	✓
8.	Awareness of Health and Safety issues.	E	✓	✓
9.	Understanding of safeguarding and child protection.	E	✓	✓
PERSONAL QUALITIES				
10.	Commitment to undertaking additional training where required.	E	✓	✓
11.	Personal resilience, persistence and perseverance.	E	✓	✓
12.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
13.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
14.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
15.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
16.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
17.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
18.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓