



## Job Description:

### Main Purpose of the Job

To work as part of the Breakfast Club Team, providing supervision, high quality care and a safe and stimulating environment for pupils from Reception to Year 6 before school.

### Key Duties & Responsibilities

- To set up and clear away the Breakfast Club resource, paying full regard to Health & Safety, leaving the room clear and clean for other purposes
- To prepare breakfast and drinks for the children and supervise them eating
- To cater for the needs of the children attending Breakfast Club; including monitoring to ensure that no child is distressed or a cause of concern or upset to others
- To provide support and to assist with supervision of appropriate games and activities, and to be proactive in engaging with our children to create a happy, stimulating environment
- To assist with the compliance of all Health and Safety, and food preparation regulations
- To undertake safeguarding training and follow best practice in reporting any concerns about a child to the relevant safeguarding lead
- Ensure that all accidents are recorded in the accident book with details of treatment and witness signatures
- To monitor the resource for the Breakfast Club and to advise of any repairs or renewals required

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities within the school and Trust, commensurate with the grading of the post, without changing the general character of the post.





## Person Specification

Knowledge & Experience	Essential / Desirable
Experience of working with children of Primary School age in a learning environment	Desirable
Experience of working as a member of a team	Essential
The ability to communicate with children effectively – listening and responding to them, engaging them in shaping and influencing activities	Essential
To work in a flexible manner and have a flexible attitude	Essential
To demonstrate that you can work on your own initiative, be part of a team, take instruction and develop your working practises in line with skills development targets	Essential
To communicate professionally and effectively, both orally and in writing	Essential
To have a broad range of skills in areas such as arts, crafts, music, sport, children's games and play activities	Essential
To be creative, imaginative and inspiring	Essential
Knowledge of First Aid (able to administer First Aid for minor injuries)	Desirable
Willingness to undertake training (which may be outside normal scheduled hours)	Essential
Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person	Essential
Carry out all duties with due regard to Health and Safety Regulations	Essential
Be aware of and comply with, the requirements of the General Data Protection Regulation Act (GDPR), details of which will be made available from the schools policy	Essential

