



## **Breakfast Club Assistant - Job Description**

**Line of Responsibility:** Responsible to Little Treasures Deputy Manager

**Key Purpose:**

To assist with the running of Summerhill's breakfast club service. To maintain a safe and stimulating environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.

**Main Activities:**

- To plan, prepare and deliver a range of activities suitable to the needs and interests of children age 4-11 years old.
- To prepare nutritious breakfasts for children aged 4-11 years old.
- To liaise with the office staff regarding the booking system.
- To liaise with the office staff regarding ordering of food, ensuring that food levels are always sufficient for both breakfast club.
- To ensure the multipurpose room is tidy and that resources are well organised. Resources must be audited and cleaned on a rotational basis.
- To be the first point of contact with parents and carers at drop off times.
- To ensure the safe collection and transportation of children between the classes and the club.
- To ensure delivery of creative play opportunities in a safe and caring environment.
- To assist in the administration of the club, keeping relevant records and ensuring that the agreed club procedures are implemented.
- To communicate effectively and liaise with key stakeholders, including parents, teachers and admin staff.
- To follow guidelines and procedures for Safeguarding in accordance with Summerhill Primary Academy's policies and procedures.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

#### **Person specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>• Experience in working in a school setting or previous experience of working with children</li></ul>	<ul style="list-style-type: none"><li>• First Aid trained</li><li>• Team Teach trained</li><li>• Food Hygiene Certificate</li><li>• Allergy awareness training</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Ability to work independently</li><li>• Ability to use own initiative</li><li>• Good understanding of safeguarding issues</li><li>• Excellent practitioner</li></ul>	<ul style="list-style-type: none"><li>• Safeguarding training undertaken</li><li>• EYFS Experience</li></ul>