



Pupil Support and Welfare Family

Job Description		
Role Title	Typically reports to	
Breakfast Club Assistant	Headteacher or designated member of staff	
JE Code	Grade	Date of profile
A1825	3	DD/MM/YY
Purpose of the role (job statement)		
To be responsible to the Headteacher for the operation and development of the Breakfast Club to ensure continued smooth and effective running.		
Responsibilities		
<p>Initial planning</p> <ul style="list-style-type: none"> Assisting the Breakfast club. <p>Running the club</p> <ul style="list-style-type: none"> Assist with the setting-up of the club each day. Assist with the preparation and serving of breakfast as appropriate. Help to create a welcoming and supportive environment for the pupils attending the breakfast club. Assist with the tidying of the venue after use. <p>Administrative duties</p> <ul style="list-style-type: none"> Assist with maintaining a registration or signing in system. Help create related promotional displays for the club in the school. <p>Standards and quality assurance</p> <ul style="list-style-type: none"> Support the aims and ethos of the school. Set a good example in terms of punctuality, behaviour and attendance. Assist the co-ordinator with the purchasing and management of stock, and regular audits of resources. Assist the co-ordinator with ensuring the maintenance, cleanliness and safety of specialist equipment. Demonstrate and assist in the safe and effective use of specialist equipment/materials. <p>Other duties and responsibilities</p> <ul style="list-style-type: none"> Be aware of and comply with policies and procedures relating to child protection, food hygiene, health, safety and security, administration and confidentiality, reporting all concerns to an appropriate person. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. Contribute to the overall ethos/work/aims of the school. Help to establish constructive relationships and communicate with other agencies/professionals. Participate in training, other learning activities and performance development as required. 		
Indicative knowledge, skills and experience		
<p>Knowledge</p> <ul style="list-style-type: none"> The post-holder will have basic knowledge of Food Hygiene, Health and Safety including COSHH, First Aid, Lifting and Handling and Fire Prevention for which appropriate training will be provided. Use of equipment/resources. Full working knowledge of relevant policies/codes of practice/legislation. 		



Skills

- Ability to relate well to children and adults.

Experience

- Previous experience of managing pupil behaviour in a workplace setting