

# Job Specification



**Job Title:** Breakfast Club Assistant / After School Club Assistant

<b>Grade:</b> G3	<b>Job Evaluation Code:</b> GS6460
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<b>Reporting to:</b> Breakfast Club Leader/ Headteacher	<b>Manager's Grade:</b>
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**Location:** Schools

**Workstyle:** Workplace based

**Overall Purpose of the Post:**

Attend to pupils' personal needs and provide general support in supervising and managing pupils at the extended school Breakfast Club/ After School Club. Duties to include caring and playing with groups of children, as well as providing a light breakfast/ meal. Enthusiasm and commitment is a key factor to provide a relaxed family feel breakfast/ after school environment.

## Requirements for the post.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>		Food Hygiene in Early Years Settings  First Aid in Early Years  NVQ2 childcare qualification
<b>Knowledge</b>	Knowledge of Healthy eating  Childcare Supervision  Relevant knowledge of first aid	
<b>Experience</b>	Caring/taking charge of groups of children	
<b>Physical Skills</b>	Be physically able to participate in play and active-based learning  Accurate record keeping where applicable	
<b>Competencies and other skills required</b>	Ability to work on own initiative and as part of a team.  Confidentiality must be respected at all times.  To be a positive role model and show a caring and understanding approach to children.	

## Key Outcomes/ Activities

- Greet children on arrival at club, provide and supervise play.
- Prepare food as required, as per menu of day.
- Follow Risk Assessments guidelines including allergy information.
- Follow Food Hygiene guidelines.
- Supervision of pupils, ensuring their safety.
- Report to the Breakfast Club Leader/ After School Club Leader any pupil problems or behavioural difficulties in accordance with school policy and work at all times within safeguarding guidelines.
- Deal with incidents in accordance with agreed breakfast club/ after school club policy strategies; encourage pupils to take responsibility for their own behaviour.
- Assist younger children to cut up food.
- Liaise with parents.
- Ensure the safe movement of pupils to/from Townville to feeder settings.
- Liaise with feeder settings at drop-off and collection to ensure strong continuity of care.
- Check that pupils arrive at their classrooms safely into the care of their teacher.
- Report all accidents to the Breakfast Club Leader/ After School Club Leader and complete records for parent.
- Ensure that any person on the premises is authorised to be there.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## Responsibility for Resources

### Employees (Supervision):

None

### Financial:

None

### Physical:

Report any faults in equipment and resources to Breakfast Club Leader/ After School Club Leader.

### Customers and Clients:

To supervise and ensure the health and safety of children at all times.

## Working Conditions:

The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying.

Outdoor and indoor working conditions.

## Characteristics of the post:

All staff should:

- Arrive in reasonable time prior to commencement of duty.
- Dress in accordance with the school dress code.
- Wear sensible footwear (no high heels or flip flops).
- Wear plastic gloves when necessary for preparing food.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people

### The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Childcare Disqualification Declaration (where applicable)
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

**The following employment checks are required for those positions which are based in a school**

**or working with vulnerable young people and adults:**

**Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure**