

## Job Description

KEY INFORMATION	
Post title:	Breakfast Club Assistant
Grade:	
Responsible to:	Principal/Head of School
Responsible for:	n/a

OVERALL PURPOSE OF JOB
To support the smooth running of the school's breakfast club. Help provide activities for the children, creating a positive, safe and happy environment.

MAIN DUTIES AND RESPONSIBILITIES	
1	Prepare the room for sessions and clear away afterwards, including setting up and dismantling resources as appropriate.
2	Prepare the room for breakfast, assisting the children with their breakfast, encouraging healthy options, clearing away plates and food at the end of session, helping with cleaning and washing up.
3	Assist with the preparation of activities, resources and displays and the maintenance of equipment.
4	Ensure the hygienic preparation of refreshments and the safe condition of catering equipment.
5	Ensure children at the end of breakfast club are taken to their allocated rooms.
6	Develop good relationships with pupils, parents and school staff in a professional context.
7	Report any concerns about pupil welfare to the appropriate member of staff in a confidential manner.
8	Assist in the implementation of appropriate behaviour management strategies as required.
9	Deal with minor first aid incidents; follow appropriate procedures for recording and reporting.



GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

## Person Specification

*All points are essential unless otherwise specified*

Qualifications	
1	GCSE English and maths at grade C/grade 4 or above, or equivalent qualifications
2	First Aid qualification (or willingness to undertake)
3	Food hygiene qualification (or willingness to undertake)
4	Willingness and ability to obtain and/or enhance qualifications and undertake training and development
Experience	
1	<i>Experience of working with children or young people (desirable)</i>
Skills/Knowledge/Abilities	
1	Commitment to providing a positive and safe environment for pupils in the breakfast club
2	Good verbal communication skills and the ability to communicate effectively with staff, pupils, families and carers
3	Ability to know when to refer issues on to a senior member of staff
4	Ability to work well as part of a team
Personal Attributes	
1	Patience and caring skills
2	Willingness to participate in physical activities with the children
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check