



JOB DESCRIPTION

Authority: West Berkshire Council	Department/Division: Education
Post Reference No:	Location: Purley Primary School
Job Title: Breakfast Club Play Worker	Grade/Salary Range: D
Club Hours : 7.45-8.40am	7.40-8.40am Monday and Thursday Term time only
Start date: October 2025 or as soon as possible	October 2025

JOB PURPOSE

To lead the day to day provision of children attending breakfast club, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

This is a post within the structure of the majority of Primary and Secondary schools in the authority. It is directly supervised by the Headteacher

MAIN DUTIES AND RESPONSIBILITIES

Support for pupils:

- Supervise children in collecting food, being seated, clearing away crockery, moving to activity area and/or playground as appropriate
- Provide a variety of hot and cold breakfasts encouraging children to make healthy options when choosing breakfast, and limiting salty and sugary cereals provided
- Ensure food is handled and stored according to appropriate food safety guidelines
- Encourage the children to be independent or to help others
- Plan and co-ordinate a variety of activities and games to interest and stimulate the children
- Organise the space and resources to create a welcoming, relaxed and informal environment
- Ensure a good balance between free choice of play and directed play when necessary
- Interact with children, discussions, playing a game or simply having a conversation on a one to one basis
- Establish good relationships with children and parents, interact positively with children, encouraging cooperation and mutual support
- Monitor children's well-being and readiness for class; provide help and support to children
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with the school policy
- Monitor behaviour and ensure everybody is happy and content (any concerns should be shared with the relevant teacher)
- Provide support with homework if needed
- To safeguard children and ensure to promote their health and safety
- Take pride in providing enjoyable breakfast and activities for pupils
- Consider the needs of pupils' in all decisions about the club
- Anticipate pupils' needs and make suggestions to support them
- Speak clearly and listen carefully to pupils, using questions to check understanding

- Remain tactful when talking to pupils and others

Support for the school:

- Ensure that everything is prepared for an 7:40am start and packed away by 8:40am
- Ensure kitchen area and tables etc. are cleaned after each session
- Ensuring cupboards, containers and all fridges etc. are also cleaned half termly
- Keep up to date with latest food hygiene regulations
- Note any information passed on from parents and pass onto relevant teacher at the end of the session
- Maintain the healthy eating policy and keep updated with new information
- Control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book and ensure children understand action to be taken in case of fire.
- Recognise the quality of the Breakfast Club has an impact on learning and on pupils' attitude to school.
- Attend and participate in relevant meetings as required
- Participate in training and any other performance development as required
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of a commitment to the Council's Equal Opportunities Policies and to the standards of customer care
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly against any form of discrimination
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to Headteacher or School Business Manager.

Administration Duties

- Record attendance on daily register

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

SCOPE OF JOB (Budgetary/Resource control, impact)

No supervisory responsibilities

No responsibility for the budget