

Maidwell Primary School

Job Description – Breakfast Club Assistant

Responsibility to:	Headteacher
Purpose of the job:	To assist in the serving of breakfast, encouraging healthy eating and independence. To provide a range of activities to occupy the children when breakfast service is over. To assist in the cleaning of the hall and of crockery/tables. To complete relevant training for the position.
Hours:	Monday - Friday, term time only. 8:30am to 9:00am
Receives specific instructions from:	Breakfast Club Supervisor / School Business Manager

Main Responsibilities:

Supporting Pupils:

- To make positive breakfast choices based on health eating.
- To become independent in the preparation of breakfast.
- To develop good table manners.
- To manage behaviours effectively using the school's Behaviour Policy.

Supporting the Breakfast Club Supervisor:

- In the delivery of food to the children.
- In the washing of dishes after Breakfast Club services.
- In the cleaning of tables/clearing of hall for beginning of school day.

Supporting the School:

- To be involved in the school's professional development programme which includes staff meetings if appropriate and professional development days.
- To be aware of school policies and procedures including those relating to confidentiality.
- To liaise, advise and consult with the other members of the school team supporting the children when asked to do so.
- To work as a member of the school team to support the education and welfare of the children.
- To undertake other duties as may be reasonably required by the headteacher consistent with the post.

Signed Breakfast Club Assistant Date

Signed Headteacher Date

Safeguarding is of the highest priority at Maidwell Primary School

It is the individual's responsibility to promote and safeguard the welfare of all children he or she is responsible for or comes into contact with. We follow safer recruitment practice and all appointments are subject to satisfactory DBS checks and satisfactory references.