

# Advert, JD & PS

## JOB DESCRIPTION

<b>JOB TITLE</b>	Breakfast Club Assistant
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION (Academy)</b>	West St Leonards Primary Academy
<b>RESPONSIBLE TO</b>	Principal
<b>RESPONSIBLE FOR</b>	Breakfast Club
<b>MAIN PURPOSE OF THE JOB</b>	To assist in the day to day organisation of the breakfast club and assist in the provision of quality play opportunities.
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
<b>1</b>	To provide safe, creative play opportunities, preparing activities, organising the programme etc
<b>2</b>	To provide full care for the children including providing breakfast.
<b>3</b>	To provide positive and firm control by implementing the school discipline/behaviour policy.
<b>4</b>	To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the Principal or club co-ordinator.
<b>5</b>	To ensure that any injury or sickness of pupils is reported immediately to the First Aider or Principal and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children
<b>6</b>	To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the eating area is left in a tidy condition.
<b>7</b>	To take part in the day to day administration and record keeping.
<b>8</b>	To liaise closely with parents, school representatives and other childcare and play related agencies
<b>10</b>	To work within agreed policies including child protection, behaviour management, Health and Safety and equal opportunities
<b>11</b>	To carry out the above duties in accordance with the Children's Services Authority Equal Opportunities Policy.
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
<b>Date: September 2023</b>	

## **Additional Information**

- This post is subject to an Enhanced Criminal Record Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

**University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

#### **EDUCATION AND QUALIFICATIONS**

- 1.1 A current First Aid certificate or willingness to undertake training
- 1.2 A good level of education especially Maths and English

#### **KNOWLEDGE AND EXPERIENCE**

- 2.1 An understanding of good quality childcare and of children's development
- 2.2 A knowledge and understanding of the Health and Safety regulations within the school
- 2.2 Experience of working with children

#### **KEY SKILLS AND ABILITIES**

- 3.1 Ability to provide and facilitate safe, creative play
- 3.2 Ability to work as part of a team
- 3.3 Ability to follow instructions or work on own initiative as necessary
- 3.4 Ability to communicate effectively with parents, carers and other professionals
- 3.5 Ability to establish a rapport with pupils and their parents
- 3.6 Ability to meet children's individual needs, including those with special educational needs

#### **PERSONAL ATTRIBUTES**

- 4.1 A personal commitment to equal opportunities
- 4.2 Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- 4.2 Willingness to maintain confidentiality on all school matters

## **DESIRABLE CRITERIA**

- 1.1 Ability to work on own initiative
- 1.2 Childcare qualification or a willingness to work towards an NVQ in Playwork or equivalent
- 1.3 Working towards NVQ 2/3 in Childcare and Education
- 1.4 Basic knowledge of Paediatric First Aid