**Godinton Primary School**

**Job Description**

**POST:** Breakfast Club Assistant

**RESPONSIBLE TO:** Headteacher

**JOB SUMMARY**

To provide a safe breakfast club service to the children of those parents who require it,

operating on the school site and meeting all requirements and guidelines relating to nutrition and catering.

Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the Breakfast Club, having regard to special or additional needs.

Report incidents in line with the school’s policy.

**Main Duties**

1. To run a supervised breakfast club from 7:30-8:45 each weekday during school terms.
2. To set up for Breakfast Club in the school hall, ensuring that all tables, benches, activities and food stations are in place for the arrival of the pupils at 7:50 and to clear away in time for the 8:45 finish
3. To work on a rota system with colleagues which include the following duties:
   1. Seeing the children in and taking a manual register, reminding parents where necessary to make a payment to their Breakfast Club account
   2. Inputting the register through the parentmail system
   3. Preparation of breakfast (including making items such as toast), encouraging pupils to make good choices and show independence with their own involvement in this
   4. Supervise and interact with the pupils
   5. Checking and responding to the Breakfast Club emails,
   6. Sending out Breakfast Club enrollment forms and collating information from these
4. To arrange activities for the children to participate in once they have had their breakfast such as puzzle sheets, colouring or card games. To ensure that this is suitably resourced.
5. To ensure that the children are supervised adequately at all times and escorted to their classes at the start of the school day
6. To provide first aid as and when required
7. To be fully aware of any allergies of any children and follow the guidance on any medical needs within the medical needs booklet. To ensure that dietary needs and allergies are catered for in the food provided to the children.
8. To place an on-line food order for delivery of groceries, ensuring that the order is sufficient to cater for needs
9. To have the confidence and ability to establish good professional relationships and rapport with pupils and manage behavior in a positive manner, in line with the school’s Behaviour Policy
10. Complete Food Hygiene training as required

**Additional Duties**

1. Any other relevant duties required by the class teacher, senior member of staff or Headteacher.
2. Be familiar with, and comply with a full range of policies and procedures relating to safeguarding, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
3. Contribute to the overall ethos, work, and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school where relevant. Also participate in staff meetings and training days/events as requested.
4. To work within and encourage the school’s Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with the post.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POSTHOLDER Date:

Signed: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HEADTEACHER Date: