

# The Pathway Academy Trust



**School(s)** Meopham Community Academy  
**Name:**  
**Job Title:** Breakfast Club Assistant / Deputy  
**Grade:** KR3  
**Responsible to:** Line Manager

## **Purpose of the Job:**

To support the Extended Services Supervisor in the development and daily management of the Breakfast Club; providing a safe, caring and stimulating environment for children.

To build links and work in partnership with parents, carers and professionals, to promote the wellbeing of the children.

To deputise for the Supervisor as required.

## **Key duties and responsibilities:**

- Undertake the daily supervision of the Breakfast Club, developing and maintaining high standards throughout, in the absence of and as requested by the Extended Services Supervisor, to ensure the welfare of the children and, when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Maintain the Breakfast Club to an agreed standard of cleanliness and hygiene before, during and at the end of each session, to ensure the wellbeing of the children and staff.
- Be responsible for all health and safety matters in the Breakfast Club to ensure the wellbeing of all those who use and work in the club.
- Support the supervisor in ensuring that the children, whilst in the Breakfast Club, have access to appropriate and stimulating play activities, in order to provide a motivating environment for the children.
- Ensure high standards are maintained with regards to how the club runs.
- Provide healthy meals in order to promote healthy eating and ensure that children, whilst in Breakfast Club, have access to appropriate activities to support their physical, emotional, social and intellectual development.
- Support the supervisor in ensuring that all records are maintained ensuring confidentiality of information.

## **GENERAL**

- Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Support the safeguarding and welfare of children and young people within the school.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.
- To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.

This job description describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.

It can be amended, in consultation with the Head Teacher, to reflect the changing needs of the school and should be reviewed annually.

Job Holder..... Date .....

Head Teacher..... Date.....

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## Person Specification: Breakfast Club Assistant / Deputy

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• You will not need previous specific experience or qualifications. Recent school leavers will have evidence of basic educational achievements or qualifications.</li><li>• First aid qualification would be an advantage.</li><li>• Food hygiene certificate would be an advantage.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Previous experience of working with children would be an advantage.</li><li>• Some relevant experience of working with food and / or in a kitchen environment.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to Communicate with pupils e.g. to encourage healthy meal selection, oversee play activities.</li><li>• Ability to recognise and deal with emergency situations.</li><li>• May require knowledge to enable the post holder to be responsible for the safe use of equipment.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable.</li></ul>