

## Langdon Primary School – Job Description

**Position:** Breakfast Club Assistant

**Job Purpose:** To provide high quality assistance in the day to day organisation of the Breakfast Club and to supervise and take care of the children attending the club at Langdon Primary School.

### **1 Duties**

- a) To apply professional standards of childcare at all times with due regard for the children's safety and needs, both physical and emotional.
- b) To receive children from their parents upon arrival at the Breakfast Club and to welcome and settle them in.
- c) To liaise directly with parents or carers regarding children attending the club, any developments in relation to children in the club, and respond to any queries.
- d) To take the lead role in settling in new children, monitoring the children throughout the session and dealing with any problems that may arise.
- e) To assist with setting up the hall for breakfast and to assist in the preparation of foods and refreshments in line with Health and Safety and Food Hygiene standards.
- f) To provide positive and firm control by implementing the school's behaviour policy.
- g) To encourage play activities.
- h) To ensure that all equipment, the kitchen and hall are kept clean and tidy at all times.
- i) To promote through newsletters, letters, posters and word of mouth the Breakfast Club in order to ensure that numbers remain viable.
- j) To ensure that Breakfast Club records and files are processed and maintained in order to ensure children's safeguarding is maintained.
- k) To be responsible for ensuring health and safety, including monitoring and checking of equipment, ensuring safe play and recording of accidents.
- l) To ensure the maintenance of accurate records.
- m) To attend any training (costs to be covered by the school) deemed necessary by the Head Teacher in line with the duties of the Breakfast Club assistant.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Signed: \_\_\_\_\_ Assistant Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Head Teacher Date: \_\_\_\_\_