Headcorn Primary School

**Job Description:** Breakfast Club Assistant – KR3 Part time

|  |  |
| --- | --- |
| **Grade:** | **Kent Range 3** |
| **Responsible to:** | **Breakfast Club Supervisor / School Business Manager / Head Teacher** |

**Hours: 7.15am – 8.30am term time only, Monday to Friday or as per contract**

**Purpose of the Job**

* To work under the direction of the Wraparound Care Supervisor / School Business Manager to provide 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.

**Key duties and responsibilities**

1. Support the Supervisor in the planning of the daily activities of the Breakfast Club to ensure children’s needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
2. Work with other staff to and provide healthy meals / snacks in order to promote healthy eating and 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.
3. Advise the Wraparound Care Supervisor of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the wellbeing of the children and work within KCC Guidelines for Safeguarding to ensure the wellbeing of the children.
4. Support the Supervisor in ensuring that high standards are maintained in the running of the club, including how the resources (staff, premises and equipment) are used to ensure the needs of the children are met and support the supervisor in ensuring that all records are maintained ensuring confidentiality of information.
5. Ensure that children, whilst in the Breakfast Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families’ ethnic, cultural and linguistic backgrounds to ensure that the Breakfast Club’s Equal Opportunities policy to is adhered to.
6. To deputise for the Supervisor on a short-term basis where required.