



Job Description: Breakfast Club Assistant

School: St Mildred's Primary School
Grade: Kent Range 3
Hours: 5 hours a week Term Time Only 7.30 am – 8.30 am
Responsible to: Extended Day Manager

Purpose of the Job:

To provide supervision to the children who attend our Breakfast Club Provision

Breakfast Club Assistant Duties and Responsibilities:

The role includes supervising the children, ensuring their safety at all times, engaging with them in aspects of play and conversation, setting up activities for children to optionally take part in. To prepare and serve food and meet and greet parents and take and pass on any messages to the teacher.

Person Specification: Breakfast Club Assistant

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

	Essential	Desirable
A good standard of education.	*	
Previous experience of working in an educational based environment.		*
Excellent verbal communication skills for dealing with enquiries from pupils, teachers, parents, Governors and other visitors.	*	
Ability to work as part of a team.	*	



Ability to exchange routine verbal information clearly with children and adults.	*	
Understand and implement the school's behavior management policy	*	
Understand and support the differences in children and adults and respond appropriately	*	
Understanding of games and activities which support learning		*
Ability to work effectively with other adults in the school	*	
Good organisational skills	*	
Basic understanding of Health & Safety	*	
Basic knowledge of first aid	*	
Food Hygiene Certificate		*
Understand procedures and legislation relating to confidentiality	*	