

Job description: Breakfast Club Assistant

Singlewell Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job Title:	Breakfast Club Assistant
Salary:	Kent Range KSA £24,513 FTE, Actual Salary: £3,265 per annum gross
Hours:	5.83 hrs per week, 7:20 am to 8:30 am Monday to Friday
Contract type:	Part-time, Fixed-term
Reporting to:	Breakfast/Afterschool Club Supervisor/Business Manager

Main purpose

Support the smooth running of the breakfast club by helping prepare activities and food, supervising children, and ensuring a safe, welcoming, and inclusive environment for all pupils.

Duties and responsibilities

Activities and Pupil Support

- › Assist with preparing and supervising age-appropriate activities
- › Encourage pupils to participate and support positive interactions between them
- › Help pupils use equipment and resolve minor issues calmly and respectfully
- › Observe pupils' wellbeing and communicate any concerns to a supervisor, class teacher or DSL.

Food and Environment

- › Support with preparing and serving breakfast items in line with health and safety standards
- › Clean up food areas and equipment after use
- › Be aware of and follow dietary requirements for individual pupils
- › Ensure a clean, safe environment is maintained throughout the session

Behaviour

- › Promote and model positive behaviour in line with the school's behaviour policy
- › - Support pupils with building independence and confidence
- › - Refer any serious behaviour concerns to the club supervisor or class teacher

Safeguarding and Supervision

- Keep an accurate register of attendees
- Supervise children until the start of the school day
- Report any safeguarding concerns following the school's safeguarding procedures
- Monitor access to the breakfast club area and report any unauthorised visitors.

Other areas of responsibility

- Follow all relevant school policies and procedures
- Attend training as required to support development in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none">• First aid training (or willingness to complete it)
Experience	<ul style="list-style-type: none">• Working with children or young people in any setting
Skills and knowledge	<ul style="list-style-type: none">• Good communication skills with both children and adults• Ability to follow instructions and work as part of a team• Understanding of the importance of safeguarding
Personal qualities	<ul style="list-style-type: none">• Friendly, approachable, and patient• Reliable and punctual• Committed to the wellbeing and safety of children

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: **May 2025**

Next review date: **May 2026**

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
