



Job Description: Breakfast Club Assistant Support Staff

Job Purpose:

To assist with the development and daily management of 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 children.

To ensure that policies, procedure and practices within Breakfast Club are adhered to.

Duties:

- Assist the supervisor with the daily supervision of Breakfast Club, maintaining high standards throughout.
- Direct the safe escorting of children around school to always ensure wellbeing.
- Work with the Breakfast Club Supervisor to provide a stimulating environment for all the children.
- Management Breakfast Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session to always ensure wellbeing.
- Deliver and promote healthy breakfast options in line with school policy.
- Assist the supervisor to ensure that the children have access to appropriate activities to support physical, emotional, social and intellectual development considering families' ethnic, cultural and linguistic backgrounds.
- To ensure that children go to class on time.
- To ensure the hall is left ready for use during the day.
- To understand and comply with policies and procedures relating to Child Protection, equal opportunities, Health & Safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment;

Discussed and Agreed on _____ (Date)

Signed _____ Print _____
Member of staff/Applicant

Signed _____ Headteacher