



## Graveney Primary School

### Job Description: Breakfast Club Assistant

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<b>School:</b>	Graveney Primary School
<b>Grade:</b>	KSA
<b>Pay:</b>	£2731.68 per annum, gross per month is £227.64,
<b>Hours:</b>	7.45-8.45am Monday - Friday
<b>Working Weeks:</b>	38 weeks
<b>Responsible to:</b>	Headteacher

### **Purpose of the Job:**

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 well-being of the children.

### **Key duties and responsibilities:**

- Undertake the daily supervision of the Breakfast Club, developing and maintaining high standards throughout to ensure the welfare of the children and, when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Maintain the Breakfast Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff.
- Be aware of all Health and Safety matters in the Breakfast Club to ensure the well-being of all those who use and work in the club.
- To ensure that the children, whilst in the Breakfast Club, have access to appropriate and stimulating play activities, in order to provide a motivating environment for the children, and always maintain high standards.
- Provide healthy meals/snacks in order to promote healthy eating, ensuring we fulfil school food standards.
- 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, ensuring that the school's Equal Opportunities Policy is adhered to.
- Maintain all children's records in accordance with the General Data Protection Regulation to ensure personal information is secure at all times
- Follow school's policies, including for Safeguarding.
- Keep up to date with relevant training such as health and safety and safeguarding procedures
- Act as a role model adopting personal standards of behaviour with staff, pupils and the wider community which support the highest possible standards putting children at the centre of everything you do.
- Adhere to all health and safety regulations and be aware of health and safety issues within the

School and its individual schools and how they impact of pupils, staff and visitors to the school.

- Maintain confidentiality and discretion in all aspects of work.
- Graveney Primary School is committed to safeguarding and promoting the welfare of children.
- Any other work requested by, and deemed appropriate by the headteacher.

**This role is subject to an enhanced DBS check**

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post

# Graveney Primary School

## Person Specification: Breakfast Club Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

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

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>GCSE grade A*-C in English and mathematics</li> <li>Paediatric First Aid Qualification or willingness to obtain.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of supervising children</li> <li>Experience of planning ahead, able to anticipate potential difficulties and establish a course of action</li> <li>Experience of communicating effectively with others and providing appropriate feedback</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and experience of the School Food Standards</li> <li>Experience of working within a childcare setting.</li> <li>Knowledge and experience of policies and procedures relating to Child Protection, health and safety, equal opportunities and confidentiality.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Demonstrably responsible, honest and reliable</li> <li>Able to work flexibly</li> <li>Good communication and organisational skills (written and oral)</li> <li>Customer friendly nature with a tactful, professional and flexible approach</li> <li>Able to build positive relationships with children and their families</li> <li>Able to instill good manners and an enjoyable mealtime experience with children</li> </ul>	<ul style="list-style-type: none"> <li>Methodical and organised approach to work</li> <li>Creativity in order to make Breakfast Club a relevant and engaging experience for children</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>Able to maintain confidentiality</li> <li>Flexible and responsive to change</li> <li>Self-motivated and pro-active</li> <li>Appropriate levels of personal presentation</li> <li>Good sense of humour</li> <li>Diplomatic and resourceful</li> <li>Positive/can do approach</li> <li>Good time keeping and attendance</li> <li>Loyalty – act as an ambassador for the school with visitors and all members of school community</li> </ul>	



Values	<ul style="list-style-type: none"><li>• Commitment to school's aims and values</li><li>• Commitment to continuous personal development</li><li>• Honest and reliable, displays integrity and commitment to the school</li><li>• Champion for children – establish positive relationships with children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family</li></ul>	
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