

Viking Academy Trust



Job Description

Position: Breakfast Club Assistant

Name of Member of Staff:

Member of Staff:

Date:

Executive Headteacher:

Mjemi

Date: 21.11.2025

Viking Academy Trust

JOB DESCRIPTION: Breakfast Club Assistant

“Empowering children through education: One Childhood One Chance”

PREAMBLE

All staff and members of governance make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

All staff and members of governance act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Viking Academy Trust Base School:	Chilton Primary School
Job Title:	Breakfast Club Assistant
Line Manager:	Extended days Manager
Pay Grade:	Kent Scheme A

PURPOSE OF JOB

To work under the direction of the Breakfast Club Supervisor providing 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.

DIMENSIONS

Subordinates: None

No. of Children: up to 40

PRINCIPAL ACCOUNTABILITIES

- 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
- 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.

- Advise the Breakfast Club 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 Guidelines for Safeguarding to ensure the wellbeing of the children.
- 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.
- With the other staff in the Nursery 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.

NECESSARY EXPERIENCE

- Knowledge of Health and Safety procedures in the Breakfast Club
- Knowledge of Child Protection procedures in the Breakfast Club
- Paediatric First Aid Certificate or willingness to obtain.
- Must have a basic understanding of Food Hygiene
- Basic experience and understanding of multi-agency and partnership working.
- Experience of basic technology (computer, video, photocopier)
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

SCOPE FOR IMPACT

This post has a direct impact on the well being and development of children attending the club

The post holder will need to be aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and support the Supervisor in ensuring the National Standards and out of school play values are met at all times.

The post holder will work in partnership with the school and liaise with external agencies and professionals as required to ensure high standards are maintained in the club.

The post holder will be expected to attend staff meetings and training sessions as required to ensure own personal and professional development.

JOB CONTEXT

The Government is looking at ways in which childcare provision can be extended from the traditional "school" environment. Introducing Breakfast Clubs is one way in which they are achieving this.

OTHER RESPONSIBILITIES

Above all you need to like children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative & innovative school setting.

To maintain the highest standards of confidentiality at all times.*

Any other task - as requested by the Head of School and which shall be deemed to fall within the general boundaries of the post**

PERFORMANCE APPRAISAL

To attend regular office staff meetings with the Chief Operations Officer and to participate in the school's annual performance review procedure.

**NB Under no circumstances should a staff members discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All enquiries concerning pupils should be directed to the class teacher or Head of School.*

***This job description describes in general terms the normal duties that the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade*

Reviewed and amended September 2019