

# Breakfast Club Assistant

## Main Purpose of the Role

To provide a safe, welcoming and well-organised before-school provision that supports pupils' wellbeing, readiness to learn and the school's pastoral and safeguarding priorities. The Breakfast Snack Shack Assistant will support children's social and emotional development, promote good behaviour and deliver routine tasks that ensure the club runs efficiently and in line with Stour Academy Trust's vision and values.

## Key Responsibilities and Duties

- Supervise and ensure the safety and welfare of pupils attending the breakfast club at all times, following the school's safeguarding procedures and reporting concerns immediately to the DSL.
- Set up and clear away the breakfast club environment each morning, maintaining a clean, safe and welcoming space.
- Prepare and serve breakfast items safely, following dietary requirements, medical plans and food-safety guidance.
- Support pupils' positive behaviour and transitions into the school day, modelling routines and the school's behaviour expectations.
- Communicate professionally and courteously with parents/carers at drop-off, passing on brief, relevant information to staff.
- Report and log health & safety, maintenance or safeguarding issues promptly and follow school reporting protocols.
- Work collaboratively with school staff, volunteers and senior leaders; attend required briefings and training (safeguarding, food hygiene, first aid).

## Skills and Competencies

- Experience of working with primary-aged pupils (paid or voluntary) and the ability to supervise groups reliably.
- Strong interpersonal skills: warm, patient, calm, with clear spoken communication for pupils and parents.
- Basic food-handling awareness and the ability to follow dietary and medical requirements accurately.
- Good organisational skills and attention to detail for record keeping (attendance, incidents, medication).
- Practical approach to setting up/clearing areas, working to hygiene and health & safety expectations.
- Ability to manage behaviour positively, apply school routines consistently and de-escalate minor incidents.
- Teamwork and adaptability: able to follow direction from senior staff and cooperate with colleagues and volunteers.

## Professional Development

- The Stour Academy Trust is committed to supporting the professional growth and development of all staff. The role offers opportunities for continuous learning, including:



- Participation in relevant training and development programmes to enhance expertise in education for all and inclusive practises.

### **Safeguarding**

The role has a strong focus on safeguarding and promoting the welfare of children.

Key responsibilities include:

- Working in line with the school's safeguarding and child protection policies, as well as relevant statutory guidance (e.g., Keeping Children Safe in Education, Prevent)
- Collaborating with the Designated Safeguarding Lead (DSL) to ensure the best interests of pupils, including sharing concerns where necessary.
- Promoting the safeguarding of all pupils in the school, with a particular emphasis on vulnerable pupils.
- Maintaining a thorough understanding of safeguarding procedures and reporting any concerns promptly to the appropriate authorities.

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**The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.**

