

Job Description

School: Westlands Primary School

Job Title: Breakfast Club Assistant

Grade: Band 3

Responsible to: Breakfast Club Leader

Purpose of the 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 wellbeing of the children.

Main duties and responsibilities (Accountabilities):

- Support the Breakfast Club 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.
- Support the Breakfast Club 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.

Necessary Experience:

- Knowledge of Health & Safety procedures.
- Knowledge of Child Protection procedures.
- 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 direct impact on the wellbeing 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 Breakfast Club 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.

Organisation:

Headteacher

Breakfast Club Supervisor

Breakfast Club Worker

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Breakfast Club Assistant

Grade: Band 3

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	Essential	Desirable
Qualifications		<ul style="list-style-type: none">• Paediatric First Aid Certificate
Experience	<ul style="list-style-type: none">• Basic experience and understanding of multi-agency and partnership working• Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality	<ul style="list-style-type: none">• Experience of basic technology (computer, DVD player, photocopier)
Skills and Abilities	<ul style="list-style-type: none">• Ability to communicate positively with children• Ability to work supportively within a team	
Knowledge	<ul style="list-style-type: none">• Knowledge of health and safety• Basic understanding of food hygiene• Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety	
Personal qualities	<ul style="list-style-type: none">• Enthusiasm for children• Hard working, reliable and trustworthy	