

**Role: Breakfast Club Assistant**

**Basis:** Permanent, Term Time plus inset days as required

**Principal Accountabilities:**

- Support 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 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 leadership 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 the Leigh Academies Trust Guidelines for Safeguarding to ensure the wellbeing of the children
- Provide support 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 and Safety procedures in the Breakfast Club / School
- Knowledge of Safeguarding procedures in the Breakfast Club / School
- 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
- Knowledge and experience of policies and procedures relating to safeguarding, health, safety, security, equal opportunities and confidentiality

**Scope for Impact:**

- This post has a 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 Supervisor in ensuring the National Standards 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 training sessions as required to ensure own personal and professional development.

**Signature (Employee):** \_\_\_\_\_ **Date:** \_\_\_\_\_