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**Job Description**

**Job Title:** Breakfast Club

**Assistant Grade:** KR3

**Responsible to:** SBM, Headteacher

**Purpose of the Job:**

To work with the Breakfast Club team in 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):**

● Involvement 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 Designated Safeguarding Lead (DSL) of any concerns regarding children or parents preserving confidentiality as necessary, to ensure the wellbeing of the children.

● Support the other staff 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 and ensure 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 ensure 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 training sessions as required to ensure own personal and professional development.

**Person Specification**

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**Assistant Grade:** KR3

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|  | **Essential** | **Desirable** |
| **Qualifications** |  | * Paediatric First Aid Certificate |
| **Experience** | Basic experience and understanding of multi-agency and partnership working  Knowledge and experience of policies and procedures relating to child protection, health and safety, security, equal opportunities and confidentiality. |  |
| **Skills and Abilities** | Ability to communicate positively with children  Ability to work supportively within a team |  |
| **Knowledge** | 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** | Enthusiasm for working with children  Hardworking, reliable and trustworthy |  |