



**Position:** Breakfast Club Assistant  
**Grade:** Kent Range KR2  
**Responsible to:** Breakfast Club Lead

**Job purpose:**

To assist in the day to day supervision of the breakfast club including:

- To build links and work in partnership with parents, carers and professionals to promote the well being of the children.
- Food preparation
- Supervision and care for the children

**Key responsibilities and accountabilities:**

All staff should have undertaken the Foundation Certificate in Food Hygiene (as a minimum qualification)

All staff are expected to carry out all aspects of the job description as below:

1. Provide a healthy breakfast according to the Governments 'Healthy Schools Guidelines'.
2. Provide a caring and safe environment for the children.
3. To provide positive and practical development in table etiquette.
4. To provide positive and practical development in general behaviour.
5. Develop and maintain existing relationships with the children's parents/guardians.
6. Monitor and report on any activities/behaviours that may be of concern. This is to be reported to the Child Protection Officer(s) and recorded as expected by Coxheath procedures (CP file).
7. Provide a happy, relaxing and fun atmosphere.
8. To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the eating area is left in a tidy condition.
9. Assist children with their breakfast.
10. Put out and collapse and store away tables and benches.
11. Wash and dry up breakfast crockery and cutlery.
12. Complete a register each morning.
13. Take responsibility for the Health and Safety of each child who attends the club.
14. Carry out the above duties in accordance with the Equal Opportunities Policy.
15. To participate in the Appraisal process.

**Coxheath Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Person Specification:**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>Essential</b>	<b>Highly Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general education</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified First Aider (or prepared to be trained as such)</li> <li>• Foundation Certificate in Food Hygiene (or prepared to be trained in such)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working with children</li> <li>• Knowledge of Child Protection procedures in the Breakfast Club</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a school environment</li> <li>• Be prepared to attend safeguarding and child protection awareness training</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships with children and young people</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Team Player</li> <li>• Friendly and helpful</li> <li>• Patient and tolerant</li> <li>• Positive and flexible attitude to work</li> </ul>	

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