**BREAKFAST CLUB AND AFTER-SCHOOL CLUB ASSISTANT**

**JOB DESCRIPTION**

* Assist in the creation of a safe and happy, play based environment for children aged 4 - 11 years.
* Set up the room, in conjunction with other play workers, with a variety of age appropriate activities, games, crafts, construction in which children may participate.
* Supervise children at play, including the outside play area.
* Assist and supervise children in the tidying up and clearing away, at the end of a session.
* Sign children out on departure to school (breakfast club) and in, when arriving from school (After-school club).
* Assist children in the preparation of their breakfast.
* Prepare and serve tea (hot and cold) to children. Tidy away after.
* Ensure a high standard of behaviour at all times.
* To stay behind if necessary, once After School Club is finished, to ensure all children have been collected by a relevant parent or guardian.
* To be aware of all the relevant policies, including safeguarding and health and safety requirements.
* Ensure that the Manager is fully informed of any requests/messages from parents.
* Attend training where required.
* Any other duties that may reasonably be required by the Manager/Supervisor.
* **The Breakfast and After-School Club Assistant will be line managed by the Club Manager.**