**RIVERHEAD INFANTS’ SCHOOL**

Job Title: Breakfast Club Assistant Reports to: Breakfast Club Manager

Grade: KR3 Job Holder’s Name:

1. **PURPOSE OF JOB**

To work under the direction of the Breakfast Club Manager providing a safe, caring and stimulating environment for children.

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

1. **PRINCIPAL ACCOUNTABILITIES**

* Support the Manager in planning 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 well-being at all times.
* Work with other staff to provide healthy meals/snacks that promote healthy eating.
* Maintain the Breakfast Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of children and staff.
* Advise the Breakfast Club Manager of any concerns, for example regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the wellbeing of the children.
* Support the Manager 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 Manager in ensuring that all records are maintained ensuring confidentiality of information.
* With the other staff ensure that children, whilst in the Breakfast Club, have access to appropriate activities to support their physical, emotional, social and intellectual development with consideration to families’ ethnic, cultural and linguistic backgrounds.
* Ensure that School Policies and Procedures are adhered to.
* Act as role model and establish a clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote pupils’ self-control and independence to ensure good behaviour and respect for others is maintained.

1. **NECESSARY EXPERIENCE**

* Basic understanding of Food Hygiene requirements.
* Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

1. **SCOPE FOR IMPACT**

This post has a direct impact on the well-being 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 Manager in ensuring the club runs smoothly at all times.

The post holder will 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.