

## Langley Park Primary Academy

### Job Description

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**Job Title: Breakfast and After School Club Assistant**

#### **Breakfast and After School Principal Accountabilities:**

- Support the Supervisor and other team members in the planning of the daily activities of the Breakfast Club and Extended Schools Club to ensure children's needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times
- With the other staff in the school ensure that children, whilst in the Extended Schools Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds to ensure that the school's Equal Opportunities policy is adhered to
- Support the Extended Schools Club Supervisor in ordering all grocery items for Extended Schools Club each week
- Ensure the supervision of pupils at the Extended Schools Club and safe transfer to parents at the end of each session

#### **General Accountabilities:**

- Work with other staff to and provide healthy meals/snacks in order to promote healthy eating and maintain the Extended Schools Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff
- Support the Supervisor 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.
- Advise the Breakfast Club Supervisor 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

#### **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
- Some knowledge of Health and Safety procedures applicable to the Extended Schools Club

#### **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.

**Organisation:** (not Line Management responsibilities)

Principal/Senior Management Team

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Supervisor

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Breakfast and After School Club Assistant

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

**Employee**