

**Job Title: Breakfast Club Assistant**  
**Pay Range: Kent Range 2**



## 1. PURPOSE OF JOB

To provide 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.

## 2. PRINCIPAL ACCOUNTABILITIES

- 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 plan 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 well being of the children and staff.
- Report 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 guidelines for Child Protection to ensure the wellbeing of the children.
- Ensure 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 ensure that all records are maintained ensuring confidentiality of information.
- Ensure that children, whilst in the Breakfast Club, have access to appropriate activities to support their physical, emotional, social and intellectual development considering families' ethnic, cultural and linguistic backgrounds.

## 3. NECESSARY EXPERIENCE

- Knowledge of Health and Safety procedures in the Breakfast Club
- Knowledge of Child Protection procedures in the Breakfast Club
- 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.

## 4. SCOPE FOR IMPACT

This post has a direct impact on the wellbeing and development of children attending the club. The post holder is required to be aware of relevant and new legislation, procedures and requirements to ensure that the club is operating within the agreed procedures.

The post holder will need to work in partnership with the school, external agencies and professionals as required ensuring high standards are maintained in the club and they will need to attend meetings and training sessions as required to ensure own personal and professional development.

## 5. JOB CONTEXT

The postholder will act as a role model and be able to effectively communicate with children, parents and staff in order to maintain appropriate standards of behaviour and provide feedback to parents, professionals and staff when required. The post is mainly reactive with some need for evaluation and planning.