



Job Description and Person Specification: Breakfast Club Assistant

School: St Peter's C of E Junior School
Grade: Kent Range 3 (£18,425 pro rata)
Responsible to: Extended Services Manager

St. Peter's Junior School runs an extensive programme of after school clubs and provides a wraparound care service for its pupils (8am – 6pm). This role is to support the effective running of the breakfast club before school starts. The hours will be 7.45-9.00am (6.25 hours) Monday to Friday during term time.

Key accountabilities:

1. To ensure the children in breakfast club have access to a healthy breakfast before the start of the school day.
2. To ensure that during sessions all behaviour is good and to follow the School's Discipline Policy, reporting (where appropriate) to the Extended Services Manager.
3. To take part in the preparation and coordination of activities during the morning sessions.
4. To support the Manager in ensuring that all records are maintained, that all rooms are kept clean and tidy and to ensure the wellbeing of all children. To uphold the Health & Safety Policy of the school to address any areas identified by the termly risk assessment
5. To work with other staff to ensure the safety of all children whilst working within KCC guidelines for safeguarding / child protection and to advise the Manager/Designated Safeguarding Lead (DSL) of any concerns.

Duties will include:

- Supervise the safe escorting of children to ensure their well-being at all times.
- Work with other staff to maintain the Breakfast Club to an agreed high standard of cleanliness and hygiene, before, during and at the end of, each session.



- To ensure the well-being of the children and staff and advise the Extended Services Manager or the DSL of any concerns.

- To be flexible in hours to suit the demand of places, as far as possible.

Person Specification:

Full training will be provided but what we are really looking for is an enthusiasm for working with children.