



Breakfast Club Assistant

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description. The post is subject to enhanced DBS clearance.

Job title	Breakfast Club Assistant
Reporting to	Headteacher
Job purpose	<ul style="list-style-type: none">• To be responsible to the Head teacher for the supervision of children during breakfast
Salary	<ul style="list-style-type: none">• Band 1 - £17,364 - £18,065
Main Duties	
	<ul style="list-style-type: none">• Supervise children during breakfast, in the hall and playground, classrooms, corridors, cloakrooms, toilets.• Initiate and think of age appropriate activities and set up play equipment, tables and benches as appropriate.• Serve breakfast where required.• Clear tables and collect rubbish, wash and stack away tables, benches, dishes and cutlery and clean dining area as required.
Management & Supervision of people	<ul style="list-style-type: none">• No responsibility for line managing or supervising other employees
Creativity & Innovation	<ul style="list-style-type: none">• Create opportunities for play and activities age appropriate.
Contacts and relationships	<ul style="list-style-type: none">• The post holder will have contact with Headteacher, school employees and pupils there may be occasional contact with visitors to the school.
Decisions	a) Discretion



	<p>Working within clearly defined procedures, generally discretion is made within a range of set alternatives</p> <p>b) Consequences</p> <p>Child centred and impacts on activities during breakfast period</p>
Resources	<ul style="list-style-type: none">• Little or no responsibility for physical resources e.g. children's personal possessions
Work Environment	<p>a) Work Demands</p> <p>Interruptions are intrinsic to the role but cause no major change to the overall task</p> <p>b) Physical Demands</p> <p>Possibly moving handling furniture, assisting children to get breakfast, cutlery, plates etc.</p> <p>c) Working Conditions</p> <p>Subject to a moderate amount of noise that is generally expected when working with a number of children. Carry out personal care and hygiene duties. Work in normal school environment sometimes in school grounds.</p> <p>d) Work Context</p> <p>The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.</p>
Knowledge & Skills	<ul style="list-style-type: none">• No formal qualifications required. Demonstrable experience of appropriate interaction with children.



Person Specification

	ESSENTIAL	DESIRABLE
Knowledge & skills	<ul style="list-style-type: none">• Understanding of relevant policies/codes of practice and awareness of relevant legislation• Commitment to and understanding of equal opportunities• Basic understanding of child development and learning• Basic food hygiene• Appropriate knowledge of first aid• Basic Health & Safety	
Skills & abilities	<ul style="list-style-type: none">• Confidence in dealing with young people, maintaining discipline, motivation and ensuring well being of children including acting on bullying.• Ability to self-evaluate learning needs and actively seek learning opportunities• Ability to maintain confidentiality at all times• Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these• Ability to promote school when talking to visitors, colleagues and members of the community• Display commitment to the protection and safeguarding of children and young people	



Experience	<ul style="list-style-type: none">• Working with children of a similar age	
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