



## Job Description

<b>Job Title:</b>	Breakfast Club Assistant	<b>School Name:</b>	St. Jude's CE Primary School
<b>Grade and Range:</b>	Grade 3 scp 9 - 16	<b>Hours:</b>	8.00am to 8.45am 3 hours 45minutes daily
<b>Reports to:</b>	AdminManager/Deputy/ Headteacher	<b>Working Pattern:</b>	Term Time Only
		<b>Supervises:</b>	None

<b>Purpose and context:</b>	As part of a team operating the Breakfast Club so as to ensure the safety, general welfare and proper conduct of pupils during this period in accordance with the general instructions of the Headteacher.
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### Principle Accountabilities:

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

- To supervise pupils in designated areas (including playground or other external spaces as directed) during the Breakfast Club time period, and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To establish safe and proper behaviour by appropriate intervention or referral to senior staff, as appropriate.
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements (e.g. hand washing).
- To assist pupils, as necessary, with the proper use of cutlery, drinking facilities or other aspects of breakfast provision.
- To assist in the clearance of any spillages and the wiping down, clearing or resetting of tables, as appropriate.
- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner where appropriate
- To assist in the setting up and removal of furniture, where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To identify and report any unauthorised visitors on school premises.
- To complete any documentation required by the school in relation to incidents occurring during the breakfast period.
- The post holder will be expected to act as an adult role model and support school policies when dealing with pupils or visitors to the school.



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### Support for Pupils

- Supervise children in collecting food, being seated, clearing away cutlery, moving to activities, in activity area and/or playground as appropriate.
- Help organise enjoyable activities/games e.g. art activities, table tennis, board games and providing reading and homework support as needed.
- Establish good relationships with children; interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Ensure health and safety of children.
- Serving a healthy breakfast and checking whether children have had breakfast before attending Breakfast club.

### Support for the School

- Maintain a register of children attending. Collecting money as required for payment.
  - Report regularly to Admin Manager about attendance and payment.
  - Control access to other parts of the school, administer any necessary basic first aid,
  - Record all injuries in the accident book, and ensure children understand action required in case of fire.
  - Assist in preparing the Breakfast Club facilities and activities to ensure the quality standards agreed are met.
  - Recognise the quality of the Breakfast Club has an impact on learning and on pupils' attitude to school.
  - Purchasing items for breakfast club within the budget and requirements.
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## General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- Any other duties of an appropriate level and nature will also be required as directed by the Headteacher.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced CRB check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

## To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Contributing in meetings and being a supportive member of the school team.



## Person Specification

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		<b>Essential (E) or Desirable (D)</b>	<b>How assessed (A / I / T)</b>
<b>Knowledge / qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of basic Health and Safety and First Aid.</li> <li>▪ A knowledge and understanding of the welfare and social needs of pupils</li> <li>▪ First Aid certificate</li> <li>▪ Knowledge of different techniques for supporting children with special needs.</li> </ul>	E E D E	A I A A
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with children and young people (either paid or unpaid).</li> <li>▪ Experience of supervising special needs pupils in a school environment.</li> </ul>	E D	I A
<b>Aptitudes, skills and competencies:</b>	<ul style="list-style-type: none"> <li>▪ Effective communication and interaction skills.</li> <li>▪ Ability to supervise and organise pupils.</li> <li>▪ Ability to manage behaviour in a calm and positive way.</li> <li>▪ Ability to main written records.</li> <li>▪ Ability to work with children with special needs in line with school policies and ethos.</li> </ul>	E E E E E	I A I A A
<b>Special conditions:</b>	<ul style="list-style-type: none"> <li>▪ Motivated to work with children &amp; young people.</li> <li>▪ Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>▪ Emotional resilience in working with challenging behaviours.</li> <li>▪ Appropriate attitudes to use of authority &amp; maintaining discipline.</li> <li>▪ The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> <li>▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> <li>▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul>	E E E E E E E	A A A A A A A