

Education: School Club Team

JOB TITLE: Breakfast and After School Club Assistant

REPORTS TO: SLT

SUPERVISES: Not Applicable

BAND: A

JOB PURPOSE:

To implement the School Breakfast Club and Behaviour policies, ensuring the security, safety, welfare and good conduct of pupils before the start of the school day. Ensuring that the strict timing of the club is adhered to.

KEY CORPORATE ACCOUNTABILITIES

To undertake cooking activities including preparation of food, portion control and provision of special dietary meals

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL ACCOUNTABILITIES

- To supervise pupils in the dining hall (including supervising pupils collect, eat and clear away their meals), playground, field area and school premises.
- To ensure the care of pupils who are injured or unwell.
- Ensure that pupils eat/work/play together in a structured and secure environment.
- Giving comfort to distressed pupils.
- To uphold the School's Behaviour Policy, including treating pupils with respect and consideration.
- To supervise physical and creative activities for pupils
- To work with, and support, the kitchen staff to ensure a smooth and professional meal service is provided.
- Ensure a smooth and timely start to the school day.

At the discretion of the Senior Leadership Team, such other activities as may be agreed consistent with the nature of the job described above.