Job Description and Person Specification
Breakfast Club Assistant

The Federation of North Walsham Infant and Junior Schools

Job details	
Job Title	Breakfast Club Assistant
School	The Federation of North Walsham Infant and Junior Schools
Grade	Scale D
Responsible to	Responsible to the Executive Headteacher.
Effective Date	ASAP

Principal Accountabilities	
Accountability	**Order of importance** (1 = most important etc)
General responsibilities:	
Support a small team on a day to day basis that provides safe, stimulating, comfortable and friendly high quality care. To assist in the day to day running of the Breakfast Club, keeping up to date records of registers and signing children in and out of the club safely.	**1**
Supervise the movement of pupils to and from dining areas, including any personal hygiene requirements (e.g. hand washing).	**2**
Maintain a safe and secure environment for children, staff and other visitors which includes the regular checking of equipment, hygiene of equipment and ensuring fire drills are regularly practised.	**3**
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.	**4**
Actively support the children's social development and set a positive role model for the children.	**5**
Implement the setting's child protection and safeguarding policy and ensure that any concerns are raised and recorded in line with policy and legal requirements.	**6**
Help set up and clear away all equipment after sessions, including storing food in line with food hygiene compliance and wiping tables.	**7**
Assist in the monitoring of stock and the ordering of food and drinks as necessary.	**8**
Communicate effectively with parents and carers at drop off.	**9**
Undertake extra training as appropriate.	**10**
Any other duties deemed necessary for the safe and efficient running of the Breakfast Club.	**11**

Job Description and Person Specification
Breakfast Club Assistant

The Federation of North Walsham Infant and Junior Schools

Person specification	
Essential	**Desirable**
Qualifications	
• GCSE or equivalent English and Mathematics Grade C/ grade 5 or above • Norfolk Steps Step On	• Norfolk Steps Step Up • Holds a current First Aid qualification/ certificate • Level 2 Food Hygiene Certificate
Experience	
• Experience of working with or caring for children of relevant age in a professional capacity (previous school-based experience is preferred but not essential). • Experience of supporting children with SEND	• Experience of working in more than one Key Stage in a school. • Experience of leading interventions • Experience of running a Breakfast Club or After-school provision • Recent training in English or mathematics teaching strategies or interventions., e.g. RWI

Skills/knowledge	
• Working knowledge and skills in using IT to support learning; • Understanding of relevant policies and procedures; • Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment; • Ability to encourage pupils to learn using pre-set material; • Ability to undertake varied duties; • Ability to work under direction of different people and as part of a team; • Good communication skills with people at all levels; • Ability to gain respect of pupils through manner of confidence and authority; • Able to work calmly under pressure; • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and	

responsibilities and your own position within these.	

General information

- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant Trust policies and procedures, within legislation, and with regard to the needs of our children and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.