

Job Description

Job title: Breakfast Club Assistant

Reports to: Wraparound Care Manager

Pay Scale: Grade 2

Principal Duties and Responsibilities

- Supervise pupils in the breakfast club, organising games and activities.
- Prepare simple food and beverages, if required.
- Keep records as required.
- Advise teaching staff of any issues arising during the session.
- Attend relevant training sessions, staff and other meetings as appropriate / required.
- Administer basic first aid, if required.

General Duties

- To have due regard to the provisions of Health and Safety at work legislation
- To have due regard to the Trust's Equal Opportunities Policy
- To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- To undertake any other duties that are within the grade and scope of the post, as determined by the Manager.
- To undertake annual mandatory and statutory training as directed by the Trust or School.

Developing self and working with others

- Promote and maintain a culture of high expectations for self and others
 - Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues
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Scope:

The post-holder will be based at one of the Trust Schools and will be expected to work across the Trust, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

Compass Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected 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 Trust.

Person Specification

Criteria	Essential	Desirable	How tested
Qualification	<ul style="list-style-type: none"> • Minimum of Level 2 qualification in English and Mathematics 	<ul style="list-style-type: none"> • Basic Food Hygiene certificate. • Basic first aid may be required. 	
Experience	<ul style="list-style-type: none"> • Experience working with children and young people • Able to build and maintain excellent relationships • Excellent verbal and written communication skills • Able to work as part of the wider team and work on own initiative • Able to work under pressure, plan ahead and prioritise workload • Excellent keyboard skills with meticulous attention to detail • Accurate and efficient record keeping and filing • Excellent communication skills at all levels, both in school and within the wider school community 		

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	<ul style="list-style-type: none">● Professional at all times, demonstrating and modelling school values		
Knowledge and Skills	<ul style="list-style-type: none">● Ability to resolve or report straight forward problems.		
Personal attributes	<ul style="list-style-type: none">● Punctual, dependable and trustworthy● Is proactive and actively seeks solutions● Discreet, tactful and able to maintain confidentiality● Patient, courteous and positive		