

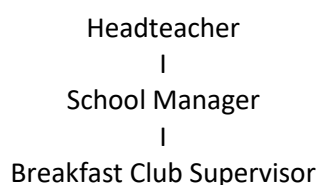


JOB DESCRIPTION

TITLE:	Breakfast Club Supervisor Assistant
HOURS:	5 hours/week 38 weeks/year
RESPONSIBLE TO:	School Manager
SALARY:	L1, SCP 3 (£12.85 per hour)

PURPOSE OF POST: To serve breakfast to students and to make sure that the general welfare, safety and proper conduct of the pupils during this period is adhered to. To ensure that the breakfast club is run smoothly.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1. To supervise students during breakfast club.
2. To operate the toaster and to prepare breakfast options for students.
3. Clearing up breakfast station, cleaning spills and cleaning tables.
4. Ensuring that students clear plates and bowls and take them to the appropriate place.
5. Loading and emptying and starting the dishwasher.
6. Advising the School Manager when consumables are required.
7. Ensuring that produce is taken to the breakfast area so that it is available for students the following day.
8. Report any health and safety issues to the School Manager.
9. Any other duties appropriate to the post as directed by the Headteacher.
10. Any other ad hoc duties requested by the line manager commensurate with the grade.

DIMENSIONS:

Supervisory Management: None

Financial Resources: None

Physical Resources: Handling utensils, cleaning equipment and catering equipment such as trolleys

Other: Responsible for the safety and conduct for a specified number of pupils

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy environment. It will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.



PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):-without which candidate would be rejected Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of working with children or young people.	1,2		
	Some experience of performing basic cleaning	1,2		
Skills/Abilities	Able to follow guidelines and procedures.	1,2		
	Able to work effectively as part of a team.	1,2		
	Able to work on own initiative.	1,2		
	Ability to converse and provide effective help or advice fluently in spoken English.			
Equality Issues	Able to recognise and act on discrimination.	1,2		
Specialist Knowledge	Able to demonstrate an empathy with and understanding of needs of pupils with special educational needs.	1,2		
Other Requirements	Willingness to occasionally adjust working arrangements to meet emergencies or changed circumstances.	1,2		
	Commitment to the guiding principles of the school – Respect, Opportunity, Achievement.			

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Chiltern Learning Trust and School policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)
- (iv) Code of Conduct