



Breakfast Club Assistant Victoria Primary Academy



Post Title: Breakfast Club Assistant

Salary: A1 £3711.43 Actual (FTE £24413.00)

Hours: 7.5 hours per week. 0715 - 08.45 Monday to Friday (38 Weeks plus 2 inset days)

Reporting to: Head of School / Executive Principal

Purpose of job

To provide care and supervision for pupils out of school hours. To assist the team in the delivery of age and need appropriate activities

Responsibilities

- Lead the children in the establishment of suitable games/activities, ensuring the inclusion of all pupils
- Ensure that all the equipment required for the session is set up before receiving pupils such as, putting the tables and activities out
- Prepare food, such as clean and chop fruit, make toast or other simple snacks as directed
- Supporting pupils while they eat, cutting up food for pupils and making sure tables are clean and that water is available
- Ensure the health and safety of children in your care at all times, such as know who has gone to the toilet and ensure any potential dangers such as spillages are cleaned up etc.
- Comply with all safeguarding policies in place for the Academy.
- Ensure standards for healthy eating and table manners are maintained
- Report accidents and complete an accident form if necessary
- To treat all information relating to families as confidential
- Ensure that school behaviour management policies are implemented
- Record inappropriate pupil behaviour and convey serious incidents
- Ensure that all equipment is cleaned and stored away, as necessary at the end of the session
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post
- Engage in training, comply with risk assessments and apply all systems linked to the role.

Person Specification

BREAKFAST CLUB ASSISTANT PERSON SPECIFICATION		How Identified
	Essential / Desirable	Application / Interview
Ability to relate well to children and adults	E	A/I
Ability to plan activities during Breakfast Club which meets the interests of pupils	E	A/I
Ability to work constructively as part of a team	E	A/I
Ability to maintain a safe, calm and happy approach	E	A/I
Basic Numeracy and Literacy Skills	E	A/I
Working with or caring for children of a relevant age	E	A/I
Basic childcare and health and safety knowledge	E	A/I
Participate in development and training opportunities	E	A/I
Experience of dealing with queries from a wide range of people	E	A/I
Appropriate knowledge of first Aid or willing to train	E	A/I
Experience of working as part of a team	D	A/I
Experience of organising tasks and duties	D	A/I

General:

- To undertake any other duties, commensurate within the grade, at the discretion of the Head of School/Executive Principal.
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel and Child Protection Policies,
- To develop & promote high standards throughout the Academy.
- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour