

Role Profile & Person Specification



Job Title:	Breakfast Club Assistant
Responsible to:	Executive Headteacher / Head of School
Terms and Conditions:	2.5 Hours per week 38 weeks per year Maternity Cover Scale C

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

Under the direction of the Headteacher, work in accordance with the practices and procedures of the school to be responsible for the development and daily running of the Breakfast Club, providing a safe and caring environment in line with statutory guidance, where children can enjoy a range of play, learning and leisure activities. Acting as part of a team, to take care and control of all the children on the school premises during the breakfast club period.

Key Areas of Responsibility

- To maintain the School Healthy Food Policy
- To safeguard children and ensure and promote their health & safety
- To be aware and report any items low on stock
- To meet and greet parents/carers and children as they arrive where required (ensuring a positive relationship with both)
- To note any information passed on from parents/carers to relevant to staff members
- To settle children and serve breakfast to children where required, encouraging children to be independent or help others
- To prepare and deliver toasted breakfast items to each class ready for the start of the school day
- To interact with children, engaging in discussions, game playing & one to one conversations
- To monitor behaviour and ensure that children are happy & content with any concerns reported to the relevant member of staff
- To ensure there is a good standard of behaviour in line with the school's behaviour policy and Golden Rules, with any concerns dealt with, in line with Behaviour Policy and Emotional Regulation Policy and reported to the relevant member of staff

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- To ensure that the area is cleaned after use

Safeguarding

- Respecting confidential issues linked to home/students/teachers/college work and to keep confidence as appropriate.
- To keep up to date with the School training and procedures for safeguarding and child protection, reporting any concerns to the senior designated person.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Workplace, Health, Safety and Welfare Regulations 1992.
- Cooperate with the employer on all issues to do with Health, Safety & Welfare.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown, but in consultation with you, may be changed by the Headteacher or CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

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Person Specification

	Essential	Desirable
Personal Attributes	● Relational ● Self-aware ● Curious ● Accepting ● Empathetic ● Reflective	
Qualifications	● Educated to a satisfactory standard in effective oral and written communications	
Experience	● Working with children of a relevant age	
Skills/Knowledge	● Flexibility, able to work on own initiative and as part of a team ● Basic food hygiene ● Confidence in dealing with young people, motivation and ensuring the wellbeing of children ● Ability to maintain confidentiality at all times ● Ability to work constructively as a team, ● Ability to promote the school when talking to visitors, colleagues and members of the community ● Display commitment to the protection and safeguarding of children and young people ●	
Other		