



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Breakfast & After
School Club Assistant

Highgate Primary
Academy

ROLE SPECIFICATION

Academy / Department	Highgate Primary Academy
Post title	Breakfast & After School Club Assistant
Responsible to	Principal
Full time Salary	SCP 2-4 £24,601 - £25,185
Pro-Rata Actual Salary	£10,130 - £10,370
Working Pattern	Term Time 39 weeks
Pension	Local Government Pension Scheme
Working Hours	3.5hrs per day, 5 days per week
Line Management Responsibility	No

ROLE SUMMARY

The Breakfast & After School Club Assistant is required to work as part of a team, building positive relationships with students. Supervising students on the school site during breakfast and after school.

Breakfast Club & After School Assistants assist in securing the health, safety, and good conduct of pupils. Employees in this role will be involved in supervising activities, as well as helping to teach children the importance of positive eating habits and table manners.

MAIN DUTIES & RESPONSIBILITIES

- ★* Promote positive student behaviour in line with school policies
- ★* Interact with, and support students, according to individual needs and skills
- ★* Lead or supervise safe, creative and appropriate play opportunities for a range of age groups
- ★* Supervise pupils inside the building ,organising games and activities.
- ★* Maintain safe and fair use of school equipment and ensure children take care of equipment
- ★* Manage the planning of a wide range of creative and enjoyable activities, in conjunction with team members, and consultation with the children
- ★* To fully support inclusive practice and ensure that all children can be involved in the activities offered if they wish
- ★* Attend to first aid needs and record accordingly as stated by the school policy
- ★* Follow the behaviour policy to ensure safe and harmonious play and liaise with other employees or parents as appropriate
- ★* Supervise children consuming food and drink, promoting good dining habits and routines, ensuring all children understand expectations and responsibilities
- ★* Ensure safeguarding procedures are followed and that the school's policy on confidentiality is maintained at all times.
- ★* Clean tables, chairs and floor of spillages and debris between sittings, prior to the tables being reused. Clean up spillages as they occur.

This list is not exhaustive

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Willingness to complete appropriate training as required	•	
Experience		
First Aid Certificate		•
Experience of working with children	•	
Experience of working with children with SEN		•
Knowledge		
A good understanding of safeguarding regulations	•	
Professional Skills		
Ability to communicate in an appropriate manner with children/adults	•	
Able to work effectively with colleagues to run the session smoothly	•	
Commitment to enhancing students' experiences by encouraging play and social skills	•	
Ability to deal with challenging behaviour, use own initiative and cooperate with colleagues	•	
Willingness to play a part in the school community	•	
Basic food handling, preparing simple breakfasts and maintaining hygiene standards.	•	
Personal Qualities		
Commitment to self-development and continual improvement	•	
Patient and calm under pressure	•	
Warm, friendly, and approachable	•	
Commitment to Diversity, Equality and Inclusion	•	

GENERAL RESPONSIBILITIES

- ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ Commitment to continual learning and development of skills.
- ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ Demonstrate an excellent record of attendance and punctuality.
- ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★ Work cooperatively as part of the Trust wide staff team.
- ★ This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org