

## Hull Collaborative Academy Trust

### Job Description

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<b>Post title</b>	<b>Breakfast Club Assistant</b>
<b>Reports to</b>	<b>School Business Manager</b>
<b>Grade</b>	<b>1</b>

#### **Location of the post**

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#### Main Purpose of the Post

To be responsible to the Headteacher/SBM in achieving the effective and efficient operation of the Club.

#### Main Duties and Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To undertake regular, approved First Aid training (requalification every three years) and to provide First Aid assistance as necessary to, pupils within the Breakfast club
3. To be responsible for ordering food and resources for the breakfast club, maintaining a control on the stock and ensuring that all cupboards equipment and furniture are kept in a clean and tidy order
4. To prepare and serve breakfast food to the children in the breakfast club (toast cereal juice)
5. To organise the breakfast club space and its resources to create a welcoming, relaxed and informal environment. To interact with the children attending the club through conversation games or other activities.
6. To monitor behaviour and ensure that the children are happy and content (any concerns should be shared with the relevant professionals). Ensure that there is a good standard of behaviour in line with the school's behaviour policy and bring any concerns to the attention of parents. Be aware of and comply with policies and procedures relating to Keeping Children Safe in Education
7. To contribute to the overall ethos of the school and Trust

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

#### Responsibility

1. Responsibility for Staff: None

2. Responsibility for Customers/Clients: This role will impact on all pupils attending the breakfast club and their families, and the postholder is responsible for ensuring their wellbeing and safeguarding
3. Responsibility for Budgets: the postholder is not responsible for the budget but is responsible for managing and accounting for small amounts of cash
4. Responsibility for Physical Resources: Required to be responsible for the monitoring breakfast club materials

Contacts and Reason for the Contact:

1. Within Service Area/Section:  
Works closely with.  
Teaching and non-teaching staff, pupils and parents.
2. With Any Other HCAT areas  
N/A
3. With External Bodies to the Council  
N/A

Risks to health

Physical Demands - Moderate – set up of folding tables/chairs

Working Conditions – Low risk. The post-holder is required to occasionally deal with children who may be upset.

Emotional Demands – not applicable

## Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	<p>Basic food Hygiene certificate or a willingness to undergo such training</p> <p>Qualified First Aider, or a willingness to undergo such training and re-training as necessary</p> <p>Commitment to own continued professional development</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p>		
EXPERIENCE	<p>Previous experience of managing pupil behaviour in a workplace setting</p> <p>Previous experience of supporting pupils' learning in a school setting</p>	AF, I, R		
KNOWLEDGE	<p>A knowledge and commitment to safeguarding and promoting the welfare of children and young people</p> <p>A basic knowledge of Health and safety first aid</p>	AF, I, R		
SKILLS	<p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Ability to work with minimum supervision</p>	<p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p>		

PERSONAL QUALITIES	<p>Well-developed ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people</p> <p>Ability to communicate effectively with children and a wide range of professionals</p>	<p>AF, I, R</p> <p>AF, I, R</p>		
OTHER REQUIREMENTS				

\*Key: AF=application form; I=interview; T=test; P=presentation; R=references