Job Description



Breakfast/After School Support Staff

1. **Purpose of your job**

To provide a safe and stimulating environment for children who attend the Breakfast and After School Clubs.

1. **Main areas of responsibility**
* Safeguard children adhering to the school safeguarding policies
* Attend regular safeguarding training provided by the school and LA
* Help support and deliver a wide range of activities
* To assist in the setting up and putting away of equipment at the start of and end of each session.
* Create a warm, welcoming and nurturing environment for children.
* Attend to children involved in minor accidents or incidents and administer First Aid as necessary.
* Liaise with managers, admin team, senior leaders and parents
* Manage behaviour in line with the school’s Positive Behaviour/Anti-bullying policy
* Follow instructions given by Breakfast Club and After School club Managers
* Provide a wide range of interactive activities
* Engage with the children in purposeful play

1. **Supervision**

 The post holder will work under the general and specific direction of Breakfast and After School Club Manager.

1. **Skills, knowledge and experience**
* Demonstrate a clear understanding of the needs of children.
* Experience of working with children in a primary school setting.
* Extend a warm, calm and polite welcome to children and parents.
* To be flexible in order to adjust to the needs of the setting.
* First Aid training desirable but can be provided.
* Food Hygiene training desirable but can be provided.
* Willingness to attend relevant training.
* Good verbal skills.
* Safeguarding children training is essential

Signed:………………………………………………………………………..

Date:…………………………………………………………………………