



Job Description

Breakfast club Assistant

1. Purpose of your job

To provide a safe and stimulating environment for children who attend the Breakfast Club.

2. 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

3. Supervision

The post holder will work under the general and specific direction of the head teacher and office manager.

4. 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:.....