

## Job Description

**Job Title:** Breakfast Club Assistant

**Grade:** A1-A3

Working under an agreed system of supervision/management.

**Accountable to:** Headteacher, Governing Body, Learning Mentor and Breakfast Club Supervisor

**Accountable for:** N/A

**Any Special Conditions of Service** No smoking policy.  
This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment

### **Purpose of the Role:**

To provide care and supervision for pupils out of school hours. To assist the team in the delivery of age and need appropriate activities

### **Main Duties:**

- Ensure that all the equipment required for the session is set up before receiving pupils such as, putting the tables and activities out
- Prepare food, such as clean and chop fruit, make toast or other simple snacks as directed
- Supporting pupils while they eat snacks/meals cutting up food for pupils and making sure tables are clean and that water is available
- Ensure the health and safety of children in your care at all times, such as know who has gone to the toilet and ensure any potential dangers such as spillages are cleaned up etc.
- Ensure standards for healthy eating and table manners are maintained
- Lead the children in the establishment of suitable games/activities, ensuring the inclusion of all pupils
- Report accidents to the Supervisor and Learning Mentor and complete an accident form if necessary
- To treat all information relating to families as confidential
- Ensure that school behaviour management policies are implemented
- Support the work of other extended services workers
- Support induction and training of new staff as required by the manager
- Respond to duty delegation as required by the Supervisor
- Record inappropriate pupil behaviour and convey serious incidents to the Supervisor and Learning Mentor
- Ensure that all equipment is cleaned and stored away, as necessary at the end of the session
- Assist the Supervisor to collect monies from parents/carers, check money collected complete records and lock away.
- To ensure promotion and support of Equal Opportunities and Health & Safety

- To undertake any other duties that are commensurate with the post

**Safeguarding**

- To be aware of and to implement the school's policies and procedures for safeguarding children in school and during school activities and events.

**Role Requirements**

- Successful enhanced DBS Check.

I have read the above job description and understand all my duties and responsibilities. I will also comply with and conform to all policies and procedures relating to safeguarding. This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

\_\_\_\_\_  
Postholder Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Headteacher Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date