

JOB SPECIFICATION

Job Title:	Breakfast Club Assistant
Reporting to:	Breakfast Club Leader/Headteacher
Grade:	G2
Workplace:	Normanton Junior Academy

Purpose of the Post:	Attend to pupils' personal needs and provide general support in supervising and managing pupils at the extended school Breakfast Club. Duties to include caring and playing with groups of children, as well as providing a light breakfast. Enthusiasm and commitment is a key factor to provide a relaxed family feel breakfast environment.
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Responsibilities:	<p>Key Outcomes/ Activities</p> <ul style="list-style-type: none"> • Greet children on arrival at club, provide and supervise play. • Prepare food as required, as per menu of day. • Follow Risk Assessments guidelines. • Follow Food Hygiene guidelines. • Supervision of pupils, ensuring their safety. • Report to the Breakfast Club Leader any pupil problems or behavioural difficulties in accordance with school policy and work at all times within safeguarding guidelines. • Deal with incidents in accordance with agreed breakfast club policy strategies; encourage pupils to take responsibility for their own behaviour. • Liaise with parents. • Assist younger children to cut up food. • Check that pupils arrive at their classrooms safely into the care of their teacher. • Report all accidents to the Breakfast Club Leader and complete form for parent. • Ensure that any person on the premises is authorised to be there. <p>Other duties commensurate with the grade of the post as directed by the Headteacher.</p>
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Expectations of All Employees	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure equal opportunities for all • Contribute to the overall ethos/work/aims of the school • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required
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Additional Information:	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
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Responsibilities for Resources:	<p>Employees (Supervision): None</p> <p>Financial: None</p> <p>Physical: Report any faults in equipment and resources to Breakfast Club Leader.</p>
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Customers and Clients:	To supervise and ensure the health and safety of children at all times.
Working Conditions:	<p>The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking, awkward postures, pushing/pulling, lifting/carrying.</p> <p>Outdoor working conditions in dry weather & indoor working conditions in wet weather.</p>
Characteristics of the post:	<p>All staff should:</p> <ul style="list-style-type: none">• Arrive in reasonable time prior to commencement of duty.• Wear overalls provided by school.• Wear sensible footwear (no high heels or flip flops).• Wear plastic gloves when necessary for preparing food. <p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The employment checks are required:</p> <ul style="list-style-type: none">• Evidence of entitlement to work in the U.K.• Evidence of essential qualifications – see page 1 of this job specification• Two satisfactory references• Confirmation of medical fitness for employment• Registration with appropriate bodies (where applicable) <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</p> <p>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p>