



Inspiring Educational Excellence for Everyone
ARDEN *forest*
C of E Multi Academy Trust

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

POST TITLE: BREAKFAST CLUB ASSISTANT

POST LEVEL: Band B NJC SCP 2-3

BROAD DESCRIPTION:

As part of a team, supervise and ensure the safety and well-being and provide appropriate care of children during club times under the direction of the assistant supervisor/supervisor.

Post could be known as Breakfast Club Playworker.

Contribute to the school's statutory duty to safeguard and promote the welfare of children.

RESPONSIBILITY FOR OTHERS: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF: The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

RESPONSIBILITY FOR FINANCE: The post has limited (or no) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

RESPONSIBILITY FOR PHYSICAL RESOURCES: The post has limited (or no) direct responsibility for physical resources, other than the handling and careful use of equipment (eg computer / PC).

TYPICAL TASKS

Prepare/clean tables for meals

Clear away/clean after breakfast, including cleaning furniture, floors, cutlery, plates etc.

Supervise toileting and washroom activity

Prepare and serve refreshments/snacks/meals

Assist children with their meals and encourage good table manners

Set up play area/room for club with toys, etc. and clear away

Deliver and participate in play with the children

Ensure that resources/materials/equipment are maintained and clean, reporting loss/damage or low stock to supervisor

Shop for consumables

Deliver and collect children to and from club to school

Work within the Children's Act, adhering to standards and guidelines

QUALIFICATIONS/ TRAINING AND LIKELY ABILITIES

Have an understanding of working with and caring for children of the appropriate age range
Basic numeracy and literacy to be able to read, write, count, understand school policies and check registers

Have good communication, listening and persuasion skills Be aware of cultural differences re: food.

Able to participate in safe and creative play

Display commitment to the protection and safeguarding of children and young people