

JOB DESCRIPTION



POST DETAILS

TITLE	Breakfast Club Assistant
LINE MANAGER	Executive/Academy Head
GRADE	B

MAJOR RESPONSIBILITIES

- Planning activities
- Planning and audit of resources – restock as necessary
- Setting up of the venue each day
- Preparing and serving of breakfast as appropriate
- Creating a welcoming and supportive environment
- Managing the behaviour of pupils and supervising during session
- Attend to minor accidents and report to Executive/Academy Head.
- Report to Executive/Academy Head any untoward circumstances
- Undertake any training requirements for the role, e.g. Food Hygiene & Safety
- Tidying of the venue after use

Other duties and responsibilities

- Support the aims and ethos of the school
- Ensure children attending the Club enjoy a healthy start to the day and are therefore able to maximise their learning when lessons begin
- Ensure the maintenance, cleanliness and safety of equipment
- Maintain appropriate standards of hygiene according to the food standards for schools
- Be aware of and comply with policies and procedures relating to child protection, food hygiene, health, safety and security, administration and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Participate in training, other learning activities and performance development as required
- Have undertaken level 2 safeguarding training