



# JOB DESCRIPTION

**School/College:** Newcroft Primary Academy

**Job Title:** Breakfast Club Assistant

**Grade:** 4

**Responsible To:** The Head Teacher/Business Director

**Responsible For:** Breakfast Club

**Key Relationships/  
Liaison with:** Teachers and Support Staff

**Job Purpose:** To be responsible to the Head Teacher/School Business Director for the organisation and provision of high quality activities for pupils before the start of the normal school day.

## **MAIN DUTIES AND RESPONSIBILITIES:**

1. Plan activities appropriate to the age and ability of the group.
2. Promote, create and maintain an appropriate ethos that attracts and encourages pupils.
3. Supervise, support and assist pupils undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
4. Be aware at all times of appropriate health and safety procedures.
5. Ensure equipment and room are prepared for the session.
6. Quietly refer any instance of unacceptable behaviour or safeguarding concerns about pupils to the Head Teacher.
7. To work as part of a team of Breakfast Club staff supporting the Breakfast Club Organiser.
8. Mop up spillages and accidents with the use of appropriate materials/equipment.
9. Comfort and supervise pupils who are ill or have had an accident administering to their needs, as appropriate and referring to the Breakfast Club Organiser or First Aider ensuring that accidents are recorded appropriately.

- 10 Be aware and apply the school's policies and procedures.
- 11 Being aware of confidentiality issues linked to home/pupil/teacher/school work and to keep information confidential as necessary
- 12 Participating in appropriate school-based meetings and training activities within contracted hours.

### **SPECIAL FACTORS:**

*(Please delete/add where appropriate)*

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Symphony Learning Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**This post is eligible for an Enhanced DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006**

# PERSON SPECIFICATION

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	Essential	Desirable	How assessed
<b><u>Qualifications</u></b> Level 3 Childcare qualifications or relevant experience		✓	App/Doc
<b><u>Experience</u></b> Working with children in a learning environment.	✓		App/Ref
<b><u>Knowledge</u></b> Willingness to attend courses to update knowledge.  Knowledge of Safeguarding and appropriate Health and Safety Regulations.	✓  ✓		App  App
<b><u>Skills/Attributes</u></b> A high standard of literacy and numeracy skills.  Ability to work with children in a learning environment.  Good interpersonal skills.  Ability to work as part of a team.  Empathy with children.  Have the ability to undertake personal development.	✓  ✓  ✓  ✓  ✓		App  App/Int  App/Int  App  App/Ref  App/Int

<p><b><u>General Circumstances</u></b></p> <p>Attendance - evidence of regular attendance at work</p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations</p>	<p>✓</p> <p>✓</p>		<p>App/Ref/ Med</p> <p>App/Int</p>
<p><b><u>Factors not already covered</u></b></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	<p>✓</p>		<p>Med</p>

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Ref = Reference

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)