



Collingwood School

Job Specification

Job Title: Breakfast Club Assistant

PRINCIPAL RESPONSIBILITIES:

To provide a high standard of care to children attending morning Breakfast Club sessions, along with monitoring well being and good behaviour.

To support the Breakfast Club Lead in serving breakfast to pupils who attend and maintaining attendance records.

Breakfast Club assistant tasks and expectations:

1. Liaise with parents on arrival / drop off in a professional manner, making note of any communications that may need to be passed on to the school office or form teacher / key worker. Complete register following guidelines.
2. Supervise children on arrival, being seated, eating breakfast, clearing away crockery, moving to activities, in activity area as appropriate.
3. Help organise play and art activities and tidy all resources away afterwards.
4. Establish good relationships with children; interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.
5. Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with the school's Positive Behaviour policy.
6. Ensure health and safety of children.
7. Ensure that all school safeguarding procedures are strictly adhered to with regard to the children in your care.
8. Assist in ensuring the provision of a high quality environment to meet the needs of individual children from different cultures and religious backgrounds, specific needs and stages of development
9. Be responsible for own health and safety, as well as that of colleagues, pupils and the public. All our staff should follow established systems of work, use protective equipment where necessary and report hazards to management.

PERSON SPECIFICATION

Knowledge

- Knowledge of basic health and hygiene related to preparing and serving a simple breakfast to pupils.
- Knowledge of relevant safeguarding legislation and guidance in relation to working with, and the protection of, children

- A good understanding of child development and learning to ensure age appropriate resources and activities are provided.

Personal Qualities

- Keen to develop and maintain good and open relationships with pupils, staff, parents, governors and the community
- Positive, optimistic attitude
- Openminded; willingness to consider new ideas and learn
- Assurance of total confidentiality and discretion.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.