



Job Description

SCHOOL:	St John's Meads CE Primary School
JOB TITLE:	Breakfast Club / Extended Schools Assistant
CONTRACT TYPE:	Permanent
WORKING PATTERN:	Term time only (39 weeks per year. 44.85 paid weeks). 5 hours per week (7.40am to 8.40am Monday to Friday).
FULL / PART TIME:	Part Time
PAY:	Single Status Grade 2: Point 4. £23,656 pro rata
RESPONSIBLE TO:	The Headteacher
MAIN PURPOSE OF THE JOB:	To assist in the day-to-day organisation of the Breakfast / extended school club and assist in the provision of quality play opportunities.

Breakfast Club / Extended Schools Assistant

We are a friendly and caring one-form entry school for children aged 4-11 years, with a strong community feel, and a Christian ethos.

There is a vacancy within our school for someone to work as an assistant in our breakfast club, which is a key part of our extended schools provision for our children.

Our breakfast club operates on weekdays during term time, between 7.40am and 8.40am, Monday to Friday.

We are looking for someone who has experience of working with or looking after children, and is friendly, engaging, and has excellent communication skills.

KEY TASKS

1. To provide safe, creative play opportunities, preparing activities, organising the programme etc.
2. To provide full care and supervision for the children including delivering children to school, collecting children from school (where appropriate) and dismissing them safely to their parents or carers. This may include providing breakfast or refreshments.
3. To provide positive behaviour management by implementing the school's behaviour policy and reporting any incidents of disruptive behaviour if necessary to the Designated Safeguarding Lead (DSL) or Headteacher.



4. To ensure that any injury or sickness of pupils is reported immediately to the First Aider and the office. (Where appropriate, administer basic first aid and record all details.)
Clean up any sickness if necessary.
5. To mop up and wipe spillages from the floor surfaces or meal tables, and ensure that the eating area is left in a tidy condition.
6. To take part in the day to day administration, record keeping, ordering and purchasing materials, equipment and food when required.
7. To liaise with parents, school staff and other childcare and play related agencies if required.
8. To work within agreed policies including child protection, behaviour management, Health and Safety and equal opportunities
9. To carry out the above duties in accordance with the Children’s Services Authority Equal Opportunities Policy.

This job description sets out the duties of the post at the time when it was drawn up. Such duties 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 of themselves justify a reconsideration of the grading of the post.

Person Specification
Post Title: Breakfast Club/Extended School Assistant
Location: St John’s Meads CE Primary School
Grade: Single Status 2

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to provide and facilitate safe, creative play • Ability to work as part of a team • Ability to follow instructions or work on own initiative as necessary • Ability to communicate effectively with parents, carers and other professionals • Ability to establish a rapport with pupils and their parents • Ability to meet children’s individual needs, including 	<ul style="list-style-type: none"> • Ability to work on own initiative 	<ul style="list-style-type: none"> • Application/Interview



	those with special educational needs		
Education & Qualifications	<ul style="list-style-type: none"> • Emergency First Aid Certificate or willingness to undertake training. • Paediatric First Aid certificate or willingness to undertake training • Level 2 Food Hygiene Certificate or willingness to undertake training • A good level of education 	<ul style="list-style-type: none"> • Childcare qualification 	<ul style="list-style-type: none"> • Application/Interview
Knowledge	<ul style="list-style-type: none"> • An understanding of good quality childcare and of children's development • A knowledge and understanding of the Health and Safety regulations within the school • Knowledge and understanding of the requirement for Keeping Children Safe in Education 	<ul style="list-style-type: none"> • Paediatric First Aid 	<ul style="list-style-type: none"> • Application/Interview
Experience	<ul style="list-style-type: none"> • Experience of working with children 	<ul style="list-style-type: none"> • Some experience of administration 	<ul style="list-style-type: none"> • Application/Interview
Personal Attributes	<ul style="list-style-type: none"> • A personal commitment to equal opportunities • Willingness to participate in further training and developmental opportunities offered by the school/school and county, to further knowledge • Willingness to maintain confidentiality on all school/school matters 		<ul style="list-style-type: none"> • Application/Interview



Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	<input checked="" type="checkbox"/>
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	<input checked="" type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input checked="" type="checkbox"/>
Exposure to blood /body fluids	<input checked="" type="checkbox"/>