

Banbury Road, Brackley, Northants NN13 6AU Tel: (01280) 709792
bursar@southfield-pri.northants-ecl.gov.uk

JOB DESCRIPTION

Job Title: Breakfast Club Assistant (1060)

Line Manager: Breakfast Club Supervisor

Salary Grade: NJC Pay Scale Grade A Scale 6

KEY PURPOSE OF THE JOB

To assist in the provision of a breakfast service for children between the ages of 4 -11 years and to assist with the delivery of suitable activities having regard for the children's welfare and adhering to school policies.

MAIN RESPONSIBILITIES

- To provide a nutritious and healthy breakfast for the children in the club thereby promoting a good start to the day
- To assist with providing and supervising safe play activities for children
- To set out the equipment before each session commences and clear away at the end
- To promote an understanding of health issues such as healthy eating, dental health
- To ensure good working relations between the parents and staff
- To provide and maintain equality of opportunity for all children and their families
- To follow the school's Behaviour Policy
- To provide support to children including first aid if trained
- To assist with the supervision of pupils both indoors and outdoors, having due regard to Health and Safety regulations and policy
- To liaise with school staff as required
- To complete any other duties required by the Headteacher which may reasonably be requested.

Company Registration No. 8252316
Registered in England and Wales





www.southfieldprimary.co.uk
[@southfieldpri](https://twitter.com/southfieldpri)

Headteacher: Ms Jane Cartlidge

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The post holder will also have regard to the following:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities and Race Equality policies
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring, stimulating and welcoming environment for all.

CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

All staff will be required to have a current DBS certificate and medical clearance prior to commencing employment.

This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

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PERSON SPECIFICATION

BREAKFAST CLUB ASSISTANT

JOB RELATED SKILLS/APTITUDE/QUALIFICATIONS

Skills/Aptitude/Qualification	Essential	Desirable
Good basic literacy and numeracy skills	✓	
Experience of working with children	✓	
Qualification relating to primary aged children		✓
Knowledge and ability to use ICT		✓
First Aid certificate		✓
Food Hygiene Certificate		✓

PERSONAL QUALITIES

The ability to work as part of a team
The ability to relate to children, parents and colleagues
The ability to communicate effectively
Confidentiality
Flexibility
Reliability
Punctuality
An enjoyment of working with children
A commitment to personal and professional development

EQUAL OPPORTUNITIES

- Commitment to treating all colleagues, children and parents equally, regardless of race, gender, ethnicity or ability.

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