

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title:	Breakfast Club Assistant
Reports to:	Headteacher/Business Manager
Department:	Children and Young People's Trust
Section:	Westdene Primary School

Purpose of the Job

To be responsible for the supervision of children at the Breakfast Club to ensure that each child has an enjoyable, safe and relaxed start to the day and eats a healthy breakfast before school begins.

Principal Accountabilities

- To provide high quality care and a range of play activities for children in a secure, safe and calm environment.
- To liaise with parents/carers, when occasionally necessary, as they drop off their child.
- To register children on arrival.
- To prepare and serve a healthy breakfast for children attending the Breakfast Club, following menus agreed by the Headteacher, Assistant Business Manager and Healthy Schools Coordinator.
- To supervise children using the toilet facilities and to support children with other personal care needs when required.
- To actively promote positive behaviour and to deal with inappropriate behaviour in accordance with the behaviour policy procedures; where necessary to report difficulties to the line manager.
- To attend to sick or injured children, including clearing up in accordance with the school's first aid procedures.
- To have knowledge of individual pupils special needs and requirements (e.g. food allergies) to ensure that they receive appropriate support during the session.

- To tidy up after the club, packing away all equipment including tables and chairs, and cleaning up any spillages or rubbish in order to leave the school hall ready for general use.
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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PERSON SPECIFICATION

Post Title: Breakfast Club Assistant

Department: Children and Young People's Trust

Section:

Essential Criteria

**Job Related
Education,
Qualifications and
Knowledge**

- Good understanding of the needs of young children
- Knowledge of relevant procedures and associated legislation (e.g. health and safety, first aid, food hygiene)
- Knowledge of child protection issues and procedures
- Knowledge of equalities issues and implementation and development of equalities practices

Experience

- Demonstrable experience of providing care for children

Skills and Abilities

- Ability to communicate with and listen to a wide range of people
- Possess a warm and positive approach to children
- Ability to develop good working relationships with parents and other service providers
- Ability and flexibility to cope with changing needs and demands
- Ability to organise activities
- Ability to work to time constraints

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.