**BREAKFAST CLUB ASSISTANT**

**Job Purpose:**

To ensure pupils attending Breakfast Club are suitably fed and supervised until 8.45am.

**General duties/Responsibilities**

* To prepare the room for breakfast
* Register each pupil as they arrive, collect monies and liaise with parents as needed
* To be responsible for the care and supervision of all pupils
* To develop good relationships with all pupils attending club, promoting positive behaviour in line with the school behaviour policy
* To assist pupils with eating their breakfast
* To engage pupils in appropriate activities after breakfast
* To ‘mop up’ any spillages
* To ensure that the breakfast club area is left in a clean, tidy, ready to use condition by the end of breakfast club
* Communicate effectively with teaching staff to pass on information whenever the need arises
* To report all accidents to the School Business Manager
* To follow school policies regarding: Child Protection and Safeguarding, Health & Safety, Equal Opportunities and Inclusion
* To undertake food hygiene training and other training as required

**Disclosure and Barring Service check is required for this position.**

Hours of work 7:45 to 8:45 a.m. 5 days per week, Monday to Friday in term time only.

Fixed term contract until 19th July 2017, however this may be extended dependant on attendance numbers and funding.

‘**Growing and Learning Together to Achieve our Best’**



**Headteacher:**

**Mrs A. Hill**

**Tel/Fax No.**

**01642 453374**

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[](http://www.sohamvc.org/file.php/1/images/ict-mark.jpg)

[See full size image](http://www.school-portal.co.uk/GroupDownloadAttachment.asp?GroupId=585849&AttachmentID=769476)



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