**Tanfield Lea Community Primary School**

**Job Description**

**Post Title:** Breakfast Club Assistant (A5561)

**Salary Grade:** Scale 1

**Hours:** 6.5 hours / term time only

**Responsible to:** Headteacher and School Governing Body

**Commitment:** To be committed to raising standards

To work with the Headteacher and all staff to develop an effective school

**The Main Duties of the Post:**

* Supervise the washing/sanitising of hands of pupils

• Supervise entry/exit of children into/from the Breakfast Club space

• Maintain a register for Breakfast Club, take any monies and keep accurate records

• Assist children during the breakfast service including preparation of food

• Ensure children maintain high standards of behaviour, reporting any cases of misbehaviour, especially bullying, as appropriate

• Clear up all spillages during mealtime promptly

• Assist in wiping tables, chairs when necessary at end of the Breakfast Club

• Supervision of children in designated areas ensuring good conduct in behaviour in accordance with the school’s behaviour policy

• Initiate games and activities where appropriate, whilst maintaining broad supervision

• Engage children in safe, enjoyable and creative activities

• Perform basic first aid for minor incidents/accidents

• Maintain accurate and relevant incident/accident records

• Attend any training courses relevant to the post, ensuring continuing, personal and professional development

• Role requires working with a team

• Ability to present oneself as a role model to children in speech, dress, behaviour and attitude

• Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents

• The Post holder may undertake any other duties that are commensurate with the post

# Variation in the Role

Given the dynamic nature of the role and structure of the School’s developments at the present time, it must be accepted that, as the School’s work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the employee.