**SMART Multi Academy Trust**

Wyndham Primary School

**Job Description – Breakfast Club Assistant**

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| **Post Title** | Breakfast Club Assistant |  |
| **Evaluation** | Grade: N2 |  |
| **Responsible to** | Headteacher & Breakfast Club Leader | |
| **Responsible for** | N/A |  |
| **Job Purpose** | To assist in the supervision and welfare of children who attend  the Breakfast Club in accordance with school policies/procedures. To ensure the safety, welfare, and good behaviour of pupils arriving at the start of school. | |
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| **Main Duties:** | The following is typical of the duties the post holder will be | |
|  | expected to perform. It is not necessarily exhaustive and other | |
|  | duties of a similar nature and level may be required from time to | |
|  | time. |  |

1. Assist with the organisation, maintenance, setting out and clearing away of breakfast club supplies and tables.
2. Assist with the preparation and serving of children’s meals.
3. Assist with any administrative tasks such as ticking attendance registers, monitoring inventory, and placing supplies orders.
4. Undertake activities with pupils that promote the development or intellectual, social, and emotional skills.
5. Provide general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
6. Assist in maintaining a healthy, safe and secure environment and act in accordance with the School’s policies and procedures.
7. Maintaining discipline throughout the meal and in leading children to classrooms in accordance with guidance given by the Headteacher / Breakfast Club Leader and to report back accordingly in line with our Behavoiur Policy.
8. Inform a school first aider of any injuries. Record incidents and near misses using appropriate procedures, such as incident book or accident book.
9. To promote and implement the SMART Multi Academy Trust’s Equality Policy in all aspects of employment and service delivery.
10. The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.