

Northern Education Trust – Job Description

Job Title:	Breakfast Club Assistant	JE reference	JE078
Base:	Academy		
Reports to:		Grade:	Grade 3 SCP 7 – SCP 8
Staff responsibility for:		Salary:	FTE salary £22,274.00 - £27,709.00, pro rata salary £3,206.25 - £3,257.39
Additional:		Term:	5 hours, 38 working weeks and 2 days 45.236 paid weeks

JOB PURPOSE

- Work to ensure the service operates within relevant legislation and regulations
- The children are safe and happy and that relevant educational and recreational activities take place

JOB SUMMARY

1. Ensure that the programme of activities is interesting to the children by providing a variety of educational and recreational activities
2. Check play equipment regularly to ensure the safety and well-being of club users
3. Ensure that parents, carers and other visitors are made to feel welcome on visiting the club and that they receive appropriate information and advice
4. Maintain accurate records
5. Undertake first aid training in order to administer first aid
6. Prepare healthy snacks and meals where appropriate
7. Assist with setting up and clearing away at the beginning and end of each session
8. Take reasonable care of your own health and safety and co-operate with management, as far as is necessary to enable compliance with the academy's health and safety rules and legislative requirements
9. Undertake personal training that may be deemed necessary to meet the duties of the post
10. Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures

2. This role wholly or mainly involves working with children

General

1. To participate in wider trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: