



BREAKFAST CLUB ASSISTANT

Responsible to: BASC Manager / CMT

Pay: NJC Scale 1 Point 3 – £12.85 per hour

Hours: (Permanent) 5 hours per week
Working pattern 7.30am until 8.30am
Term time only, Monday – Friday
Start ASAP

Purpose of the post:

To provide a safe and calm experience for pupils each morning before the school day and learning begins.

Main responsibilities:

- ❖ To adhere to all policies and procedures related to safeguarding and child protection.
- ❖ To report anything you see or hear connected to safeguarding and child protection in accordance to the school's policies on Safeguarding and Child Protection and Whistleblowing (found on the school website)
- ❖ Set up breakfast tables, prepare and serve food (like toast and cereal) and clear away safely afterwards
- ❖ Watch over children while they eat and play, making sure they stay safe and follow school rules
- ❖ To help run quiet games, crafts and reading sessions to keep children settled and happy
- ❖ To build warm and kind relationships with pupils and support children with additional needs if required
- ❖ Support and encourage good manners and behaviour
- ❖ To follow all health and hygiene rules

Person Specification

- ❖ Ideally experience of working with children
- ❖ Level 3 childcare qualification (desirable but NOT essential)
- ❖ Will uphold the Christian values of the school
- ❖ Must have a good work ethic and be calm at all times

This role is subject to pre-employment checks and an enhanced DBS.

They may also be required to undertake any of the duties delegated from the Headteacher.

This job description may be amended at any time in consultation with the postholder.