

Graven Hill Primary

Breakfast Club Assistant

Job Information	
Reporting to	Headteacher
Grade	Grade 4 Points 4-5 (£24,404 - £24,790) Pro Rata
Salary	£24,404 Pro Rata Actual Salary £2,757
Hours /Weeks	5hrs per week Mon-Fri 7.45am-8.45am

General information:
<p>Main purposes of the job</p> <p>The general principle that the children must be supervised at all times in a suitable manner must be adhered to, thus securing the safety, welfare and good conduct of the pupils.</p>
Main duties and responsibilities
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with children of relevant age <p>Qualifications/Training</p> <ul style="list-style-type: none"> • Desirable – Relevant Level 3 Qualification • Paediatric First Aid Training

Knowledge/Skills

- To assist with providing and supervising safe play activities for children
- To set out the equipment before each session commences and clear away at the end
- To foster each child's self-image and esteem and establish relationships which are
- based on mutual respect
- To provide a nutritious and healthy breakfast/tea for the children in the club
- To promote an understanding of health issues such as healthy eating, dental health
- To ensure good working relations between the parents and staff
- To provide and maintain equality of opportunity for all children and their families
- To follow the school's Behaviour Policy
- To provide support to children including first aid if trained
- To attend training as reasonably requested
- To assist with the supervision of pupils both indoors and outdoors, having due regard to Health and Safety regulations and Policy
- To liaise with school staff as required
- To complete any other duties required by the Headteacher or Leadership Team
- which may reasonably be requested

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Pre-school. You are also required to be flexible and adaptable with respect to your role.

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.



The Warriner Multi Academy Trust



Signatures – line manager and job holder

Signature of Manager: Date: / /

Signature of post holder: Date: / /

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).