**St Peter Chanel Breakfast Club**

**Baugh Road, Footscray, Sidcup, Kent**

**DA14 5ED**



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**Mrs Grainne Edwards, Extended Services Manager**

**Breakfast Club Assistant**

**Job Description**

**Reporting to the Extended Services Manager**

**Purpose of the job:**

1. To assist in the day-to-day running of the Breakfast Club.
2. To help provide a basic healthy breakfast and a programme of activities for the children each morning.
3. To ensure the safety and well-being of the children.

**MAIN DUTIES AND TASKS:**

1. To assist in the setting up and clearing away of all activities and equipment.
2. To ensure high standards of hygiene and safety are maintained at all times.
3. To ensure any information relating to pupils, families and staff of St Peter Chanel Breakfast Club and Primary School is kept confidential.
4. To encourage all children’s participation in Breakfast Club activities.
5. To attend staff meetings as requested.
6. To attend training as requested.
7. To support the work and objectives of the Breakfast Club by helping to create an environment that promotes open and equal opportunities for children and adults.
8. To be flexible with the working practices of the Breakfast Club.
9. To be prepared to help when other areas of the Breakfast Club may be short staffed, or with domestic duties or other duties as specified by the Extended Services Manager.

**Breakfast Club Assistant**

**Person Specification**

**Essential Criteria:**

1. An understanding of child development and children’s needs.
2. Ability to co-operate in the planning and implementation of the Breakfast Club.
3. Ability to liaise with parents/carers as directed by the Extended Services Manager.
4. Ability to work with colleagues.
5. Commitment to Equal Opportunities.
6. Competence in English in order to be able to communicate effectively both orally and in writing with adults and children in the Breakfast Club.
7. Health clearance.
8. Enhanced DBS clearance.

**Desirable criteria:**

Experience working in a Breakfast Club or similar setting.

1. NVQ level 1 or 2 or equivalent.
2. Basic Food Hygiene Certificate.
3. Paediatric First Aid Qualification.