

<p>Hugh Myddelton Primary School JOB DESCRIPTION</p>
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Job Title **Breakfast Club Worker**

Grade **Scale 2 Spine Points 10 -13**

Line Managed by **Extended Schools Co-ordinator**

Purpose of Job

To provide a healthy and enjoyable Breakfast Club experience for children at Hugh Myddelton School, including the provision of high quality play opportunities which encourage positive socialisation of the children. To form a key part of the school's overall Healthy School's Programme.

Main Duties

1. Provide a nutritious breakfast for children attending the club, encouraging them to take an active interest and role in the choice and preparation of the food.
2. To provide safe, creative play and informal learning opportunities, preparing activities, and encouraging involvement of children.
3. Maintain good relationships with the parents creating opportunities for them to participate in the breakfast club.
4. Ensure that all children feel included and their individual needs are addressed.
5. Ensure that children are involved in the programming of the breakfast club, encouraging them to help in the running of all activities.
6. Maintain good relationships between children and staff, ensuring that school discipline is maintained at all times
7. Complete a daily record of attendance.
8. Comply with Health and Safety & Food Hygiene Regulations
9. To liaise closely with school staff including class teachers at handover regarding any concerns or issues in relation to the children.
10. Attend training and meetings where required and work within all the school's policies.

<p>Hugh Myddelton Primary School PERSON SPECIFICATION</p>

POSITION: **Breakfast Club Worker**

GRADE: **Scale 2, Spine Points 10 -13**

CRITERIA

REQUIREMENTS

**EDUCATION AND
EXPERIENCE**

- E.1. To have experience working with primary aged children (either in a paid or unpaid capacity) preferably in a education, childcare or play setting
- E.2. Hold an appropriate NVQ Level 2 or equivalent (or other accredited qualification) or be willing to work towards NVQ level 2 within an agreed reasonable timescale.

**SKILLS,
KNOWLEDGE
AND ABILITIES**

- E.3. To have the ability to plan, organise and deliver a range of activities for children aged 5-11
- E.4. To understand and demonstrate how the Breakfast Club can benefit the children, parents and school community
- E.5. To be able to build positive relationships with both parents and children
- E.6. To have experience of and ability to maintain discipline and encourage good behaviour working within the school policies and procedures
- E.7. To demonstrate the ability to involve children in the running of activities
- E8. To have the skills and experience to work effectively within a team
- E.9. To have the ability to carry out any administration required by the post

