



## BREAKFAST ASSISTANT

**Location:** Nishkam School West London  
**Reporting to:** Headteacher

## JOB DESCRIPTION

### Main Functions:

The main functions of the post are to:

- Supervise and assist children in the preparation of breakfast.
- Serve children in a friendly manner by delivering a high level of customer service.
- Maintain a register of children who have attended breakfast club.
- Ensure that the breakfast provision runs smoothly and meets Food & Hygiene regulations.
- Keep the breakfast food fully stocked and well presented at all times.
- Ensure all condiments and tableware are clean and polished.
- Ensure the dining and kitchen area are clean after breakfast club.
- Build up warm and positive relationships with pupils.
- Encourage good behaviour by using praise.
- Organise and lead child-centred activities.
- Control access to other parts of the school, administer any necessary basic first aid, and record all injuries in the accident book.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To attend all statutory training as & when requested.
- Fulfil other related duties as directed by the Trusts management team.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with

### Requirements of the Job:

- Knowledge of Health and Safety procedures.
- Knowledge of Child Protection procedures.
- Understanding of Basic Food Hygiene.
- First Aid Certificate or willingness to obtain.
- Experience of working with children.

### Personal Attributes:

- Be honest and trustworthy
- Be flexible
- Be courteous and respectful
- Possess cultural awareness and sensitivity
- Perform work duties demonstrating the Trusts values
- Communicate with children, colleagues and the public in a positive manner