

LAUREL LANE PRIMARY SCHOOL

ACCOUNTABLE TO: Deputy Head teacher

PURPOSE OF THE JOB: To provide high quality play opportunities and care for children within a safe environment and help with the day to day organisation and operation of the Breakfast Club.

MAIN RESPONSIBILITIES AND TASKS:

The normal duties of the post holder will usually include the following:

- Work with all staff to ensure a creative, stimulating play environment that will excite children, enabling them to challenge themselves and take risks within a safe environment.
- Ensure an environment is provided where each child is valued and encouraged to fulfil their potential and where they feel cared for.
- Promote learning through play.
- Promote the social, physical, moral, spiritual and cultural development of students, including the promotion of fundamental British values.
- Promote the inclusion and acceptance of all students.
- Interact with children in a positive way and support engagement of children in a range of stimulating activities.
- Support pupil with accessing healthy, well balanced breakfast (provided by catering company).
- Awareness and compliance with policies and procedures relating to child protection, food hygiene, health, equality, safety and security, and confidentiality.
- Awareness of The National Standards for out of School Care.
- Support the implementation of school policies, including the Equal Opportunities Policy and the Behaviour Policy.
- Be aware of and understand safeguarding protocol and procedures and the importance of taking the appropriate action.
- Ensure the club is a safe environment for children, equipment is safe and hygiene standards are high.
- Be aware of Health and Safety issues, constantly reviewing risk assessments.
- Escort younger children to class at 8.45am.
- Be responsible for the setting up/clearing away of equipment and resources on a daily basis before the children arrive and after they leave.
- Report loss/damage or low stock.
- Ensure that safety measures, including fire practice, incident and accident procedures and hygiene are observed.

- Liaising with school staff where responsibilities overlap (sharing medical or additional needs information)
- Attend breakfast club meetings as required.
- Participate in training opportunities and other learning activities and performance development as required.
- Awareness of basic First Aid and hold a current First Aid Certificate or seek immediate First Aid Support if needed.
- Promote the breakfast club within the school community.
- Carry out any other duties that will enhance the work of the organisation.
- Maintain a positive image of the school.
- Maintain confidentiality outside the workplace.

PERSON SPECIFICATION

Skills

Essential

- The ability to work as part of a team
- The ability to work under own initiative
- The ability to follow instructions
- The ability to guide and supervise the children

Desirable

- An interest and willingness to undertake appropriate training as offered

Personal Qualities

Essential

- Patient, tolerant, sympathetic and, fair but firm
- Enjoy being with children
- Hardworking and conscientious
- A willingness to be flexible
- A respect of confidentiality

Desirable

- Previous experience of working/helping within a school
- A First Aid qualification