Jennett’s Park CE Primary

JOB DESCRIPTION

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| Job Title: Breakfast Club Assistant | Section/Location: Breakfast Club wraparound care |
| Jennett’s Park CE Primary | Grade/Salary Range: Bracknell Forest Grade J |
|  | Working Pattern: Monday - Friday, 7am – 8:55am  term-time only |

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| As a Breakfast Club Assistant, you will actively and enthusiastically assist the Breakfast Club Manager in the safe and organised running of the Breakfast Club.  Following direction from the Breakfast Club Manager, you will assist in the delivery of the scheduled programme of activities, whilst providing a safe and secure environment for the children in your care. Enabling them to explore, grow and have FUN! |
| **DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE** |
| Works under the direction of Breakfast Club Manager |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| * Actively and enthusiastically assist the Breakfast Club Manager in the safe and organised running of the Breakfast Club at Jennett’s Park School * Assist in the preparation, serving and tidying away of ‘snack time’. * Actively develop a thorough understanding of relevant Ofsted standards & Jennett’s Park internal policies & procedures, including safeguarding * Ensure all activity areas are left clean and tidy at the end of each day. * Have awareness of, and maintain sensitivity for, any children with additional needs (Physical, Behaviour, Dietary) |
| **SCOPE OF JOB (Budgetary/Resource Control, Impact)** |
| No supervisory responsibility.  The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy. |

**Jennett’s Park**

**PERSON SPECIFICATION**

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| **KEY CRITERIA** | **ESSENTIAL** | | | **DESIRABLE** | |
| **Qualifications And Training** | Numeracy and literacy skills | | |  | |
| **Competence Summary**  (Knowledge, abilities, skills, experience) | Experience of working with or caring for children of relevant age.  Ability to cope with personal hygiene needs and respond sensitively to pupils needs.  Ability to work constructively as part of a team.  Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from pupils. | | | Ability to use basic technology and IT  Knowledge of basic first aid. | |
| **Work-related Personal Requirements** | Adaptable and flexible  ‘Can do’ approach  Sense of humour  A love of children and a passion for their learning  Committed to equality of opportunity | | |  | |
| **Other Work Requirements** | Suitability to work with children.  Sympathetic to our Church School ethos and values  Able to identify own training needs and actively seek learning opportunities and participate in training and development activities. | | | Participate in training and development activities | |