

Our Lady of Mount Carmel



Catholic Primary School

JOB DESCRIPTION: Breakfast Club Assistant

Grade: 15

Responsible to: Headteacher

Main Duties and Responsibilities:

1. To be ready to welcome children attending breakfast Club from 7:45am
2. To keep an accurate record of attendance.
3. To carry out duties as a part of a team in the area of the school allocated by the Headteacher
8. To prepare and serve breakfast and to supervise pupils, during the Breakfast Club period, in Acer Class and The Father Oliver room, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
9. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Headteacher as appropriate.
10. To deal on the spot with children who are disobedient, rude or unpleasant to others;
11. To ensure the safety and well being of children, providing emotional support where necessary.
12. To arrange and supervise appropriate play and physical activities under the direction of the Headteacher.
13. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.
14. To encourage all pupils to eat but especially those with special needs or disabilities, and to assist children with cutting up food, opening tubs, pouring water etc. where appropriate to e.g. age of child, needs of child, as necessary.
15. To encourage social skills and good table manners, ensuring safety with knives and forks.
16. To clean up spillages of food and to organise clearing cutlery and crockery off tables.
17. To ensure that, the room is left clean and tidy, ready for the school day.
18. To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Headteacher.
19. To take part in training appropriate to the job of Breakfast Club assistant.
20. To take part in any appraisal arrangement made by the school.
21. To keep level 2 Food Hygiene Certificate current and up to date
22. Be aware of, and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
23. Be responsible for own health and safety, as well as that of colleagues, pupils and the public.
24. To undertake any other duties consistent with the purpose of the job.

Our Lady's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this

Signed (Post Holder):..... Date:.....

Name:.....