Job title: Breakfast and After School Club Assistant

Responsible to: Headteacher

1. PURPOSE OF YOUR JOB

To seek to ensure the safety and welfare of all pupils and their families, attending the Breakfast and After School Club.

2. MAIN AREAS OF RESPONSIBILITY/DUTIES

(i) Supervision
1. To assist the Club Supervisor as appropriate to ensure the smooth and reliable operation of the club.
2. To encourage, lead and support a team of playleaders to provide a safe, stimulating environment for the children, with creative and appropriate play opportunities.
3. To assist in ensuring the safety of all those children at the club.
4. To act in a responsible manner towards the children at all times.
5. To be responsible, with other team members, for ensuring that play materials and equipment are properly used, maintained and stored and for reporting any worn or damaged materials to the Club Supervisor.
6. To assist with the day to day administration and record-keeping.
7. To ensure that all pupils return to the care of their teachers at the end of the Breakfast Club period.

(ii) Behaviour
1. To maintain an acceptable standard of conduct and discipline amongst pupils ensuring that all appropriate school regulations are complied with and reporting serious breaches of discipline or persistent unruly behaviour to the headteacher, or the nominated person deputising for the headteacher.
2. To supervise the movement of pupils to and from the club and ensure appropriate behaviour at all times.

(iii) Provision of Breakfast and After School
1. To arrange and supervise the hygienic provision of breakfast for the children, recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds.

(iv) Cleaning
1. To ensure that the areas used by the club are left tidy and clean.

(v) First Aid
1. To administer, or supervise, any first aid as required and appropriate.
2. To record, or supervise, the recording of any accidents/incidents in the accident book.

(vi) Development
1. To liaise with parents and others to promote goodwill towards the club, its efficient operation and its effective marketing.
2. To attend meetings as appropriate.
3. To undertake any other reasonable duties as directed by the Breakfast and After School Club Supervisor.

This job description will be reviewed at least annually as part of your Performance Appraisal programme.

Swallow Dell Primary School actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.