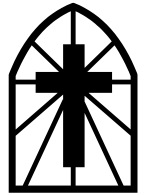


St. Michael's Woolmer Green C of E Primary School

London Road, Woolmer Green, Herts, SG3 6JP
Tel: 01438 813267 e-mail: admin@woolmergreen.herts.sch.uk
Website: www.woolmergreen.herts.sch.uk
Headteacher – Mrs Jan Martin



Job Description Support Staff: Pay Grade H2

Job title: Breakfast Club Assistant 7:30 – 8:30am, 2 days per week

Purpose of the Role: To provide a safe and stimulating environment for children in our Breakfast Club.

Responsibilities/Duties:

- Sign children in each day.
- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
- Engage children in purposeful play and fitness activities.
- Teach play skills and specific games and activities.
- Help support children with their personal, social and emotional development needs.
- Supervise and interact with pupils, encouraging positive social skills and good behaviour.
- Encourage inclusive and positive play.
- Help with homework and reading.
- Implement and support the school's behaviour policies, ensure pupils comply with the school's behaviour policies, and report serious misdemeanours to senior staff.
- Assist with the general welfare/hygiene of pupils, including the supervision of toileting, washing hands and assisting pupils who soil/dirty their clothes.
- Encourage good manners.
- Deal with accidents, spillages (including body fluids) ensuring these do not cause a safety hazard to others e.g. pupils and staff.
- Be vigilant and recognise potential dangers.
- To supervise and observe entrance to the school during Breakfast Club.
- Deal with minor accidents/sickness and report any serious incident or emergency to a relevant member of staff immediately.
- Ensure accidents/incidents are reported and recorded in line with the school's policy.
- Liaise with parents, passing on messages when applicable.

Skills, knowledge and experience

- Demonstrate a clear understanding of the needs of children.
- Experience of working with children in a primary school setting.
- Extend a warm, calm and polite welcome to children and parents.
- To be flexible in order to adjust to the needs of the setting.
- First Aid training desirable but can be provided.
- Food Hygiene training desirable but can be provided.
- Willingness to attend relevant training.
- Good verbal skills.
- Safeguarding children training is essential



School of the Year 2019



BRONZE: GOOD TRAVEL PLAN 2021