

Headteacher: Ms Sarah Hobbs

St. Richard's Church of England First School
Four Pools Lane
Eversham
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All of us are children of God, created uniquely, so at St. Richard's we love one another as God loves us, we love to learn and we treat everyone with dignity and respect

Job Title: Breakfast Club Assistant

Directorate/School: Children, Families and Communities

Grade: Scale 1

Reporting To: Headteacher

Responsible For: Pupils under their care

Main Purposes of Role:

- * To ensure, individually or as part of a team, the welfare and safety of all children remaining within school grounds or buildings during breakfast club times.

Key Accountabilities:

- * To supervise children on school premises and grounds.
- * To supervise children who use catering facilities at the school.
- * To use initiative in monitoring events occurring on the school premises and grounds.
- * To report any relevant matters or dangers to the Headteacher/Teacher in Charge/Lead Children's Supervisor.
- * To ensure a safe environment (e.g. by reporting broken glass to the Site Manager).
- * To report any minor injuries to children to the designated person / to complete first aid if appropriately trained (i.e. cuts, bruises).
- * To help children partake of food when necessary.
- * To undertake ancillary duties as necessary (i.e. setting up and clearing away tables, cleaning tables and breakfast area).
- * To watch for intruders on the site during periods of duty.
- * To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

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General Duties:

- > To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- > To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Contacts:

In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Pupils, teachers, other staff

External: Parents

- This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service.
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

* The English fluency duty applies to this post.