



## **Breakfast Club Job Description**

The role of the Breakfast Club Assistant will be to assist the Breakfast Club Manager to maintain the highest standard of before school care, by operating a professional facility that will enhance St Piran's School.

### **Accountabilities: -**

This post covers a broad field of requirements for St Piran's School, which is a registered charity.

The Breakfast Club Assistant is accountable directly to the Breakfast Club Manager and thereafter the Bursar.

Hours to be worked: - 7.30 – 8.30am. Punctuality is essential.

### **Duties and Responsibilities: -**

The Breakfast Club Assistant will report daily to the Manager, whilst working within the extended day team.

### **Areas of Specific Responsibilities: -**

#### **1. Management: -**

- ◆ To work with members of the Breakfast Club team
- ◆ To provide and maintain Customer Service of the highest standard to our parents and pupils
- ◆ To deliver the Health and Safety policies in line with the school's requirements
- ◆ To ensure that the booking system is adhered to within Breakfast Club
- ◆ To control behaviour in line with school guidelines

#### **2. Health and Safety: -**

- ◆ To provide a clean and safe environment for all children using the facility
- ◆ To maintain records and reports in line with Health and Safety legislation
- ◆ To administer first aid as and when required
- ◆ To report any operational or maintenance related issues or concerns to the Manager

#### **3. Marketing: -**

- ◆ To promote the Breakfast Club facility throughout the school
- ◆ To assist with the creation of flyers, newsletters and posters to promote Breakfast Club

4. **Administration: -**
  - ◆To maintain records, incidents and lost property books
  - ◆To produce a daily attendance sheet in line with DfES regulations
  
5. **Security: -**
  - ◆To identify and communicate any security related issues that you come across during your working day
  - ◆ To be responsible for late pickup when emergencies occur
  
6. **Personal Development: -**
  - ◆ To continue to identify areas of further training and courses that are relevant to the post
  - ◆ To develop and establish the role of Breakfast Club/ Extended Day within the school
  
7. **General: -**
  - ◆ To assist with any additional duties that are required to help with the smooth running of Breakfast Club
  - ◆To comply with the Health and Safety guidelines as laid down in the Staff Handbook
  - ◆To be available to work overtime, if possible, as and when required

November 2016

*'St Piran's School is committed to safeguarding and promoting the welfare of children and young children and expect all staff to share this commitment'.*