

Job Accountabilities

Job Title: Breakfast Club assistant	Job number / Grade Scale 2a fixed sp 2
Appointment: 7.45-8.45am. Term time only	Permanent Position

JOB PURPOSE

To manage the day-to-day aspects of the breakfast club providing out-of-school care for children aged 4-11 years in a safe, enjoyable, and stimulating environment

JOB DESCRIPTION

- Supervise and care for children aged 4–11 during breakfast club.
- Prepare, serve, and clear away breakfast, following food hygiene standards.
- Set up and tidy club areas; maintain cleanliness.
- Register children on arrival and maintain accurate attendance records.
- Promote positive behaviour and support children's social development.
- Be alert to safeguarding concerns and report in line with school policy.
- Communicate with parents/carers as needed.
- Support children with dietary or additional needs.
- Undertake first aid duties and follow accident/incident procedures.
- Attend training (safeguarding, food hygiene, first aid) as required

JOB ACCOUNTABILITIES

- Ensure a safe, welcoming, and hygienic environment at all times.
- Provide a nurturing start to the school day where children feel valued.
- Maintain accurate records (registers, incidents, dietary needs)
- Work collaboratively with school staff and follow school policies.
- Demonstrate reliability, punctuality, and professionalism.
- Understand and follow the school's safeguarding and child protection policies, including reporting procedures (e.g., DSL contact)
- Maintain confidentiality in line with GDPR and data protection policies.
- To undertake other duties may become necessary, as agreed with the Headteacher.



Person specification

Key Criteria	Essential	Desirable	How measured
Qualifications and training	<ul style="list-style-type: none"> - Enhanced DBS clearance - Willingness to complete safeguarding training (KCSIE) - Basic food hygiene awareness (or willingness to obtain Level 2) - Willingness to complete paediatric first aid 	<ul style="list-style-type: none"> - Level 2 Food Hygiene certificate - Paediatric First Aid certificate 	Application, certificates, interview
Competence summary (knowledge, skills, abilities, experience)	<ul style="list-style-type: none"> - Experience working with children (paid or voluntary) - Ability to manage behaviour positively - Good communication skills with children and adults - Reliable, punctual, and organised 	<ul style="list-style-type: none"> - Experience in a school or childcare setting - Understanding of child development and additional needs 	Application, interview, references
Other requirements	<ul style="list-style-type: none"> - Physical ability to stand for duration of shift, lift equipment, respond to emergencies - Commitment to safeguarding and confidentiality 	<ul style="list-style-type: none"> - Flexibility to cover occasional absences 	Application, interview

Training will be provided in safeguarding, food hygiene, and first aid.

Wessex Primary School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory safeguarding checks.

Wessex Primary School is committed to creating a diverse workforce. We welcome applications from all qualified candidates.

To apply or for more information, please visit our school website or contact the school office.

