



Archibald First School
Breakfast Club Assistant Job Description

Post Title	Breakfast Club Assistant
Evaluation	311 Points Grade: N2
Responsible to Responsible for	Breakfast Club Leaders N/A
Job Purpose	To assist in the supervision and welfare of children who attend the Breakfast Club in accordance with school policies/procedures.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Assist with the organisation, maintenance, setting out and clearing away of resources to create a purposeful and attractive learning environment.
2. Assist with any administrative tasks such as attendance registers, collection of fees etc.
3. Undertake activities with pupils that promote the development of intellectual, moral, spiritual and social skills.
4. Respond to the practical needs of children where there is an identified special educational need.
5. Provide general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
6. Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.
7. To promote and implement the school's Equality Policy in all aspects of employment and service delivery.
8. The postholder will have responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with.