**Breakfast Club Teaching Assistant**

**Job Description and Person Specification**

**Purpose of Post**

To provide breakfast in a caring, secure environment, through individual attention and group activities for children between the ages of 4-11.

**Key Areas**

1. Activity planning

2. Supervision and care of children including accurate registration

3. Preparation of breakfast food and beverages and washing up/packing away after

4. Supervise other members of breakfast club staff

5. Shopping for breakfast club provisions, staff tea and coffee and other sundries as required

6. Prepare and sort fruit each day for Reception, Year 1 and Year 2.

7. Receiving milk delivery twice a week

8. Open up the school each day.

**Responsible To:** Headteacher

**Miscellaneous**

1. To promote the aims and objectives of Southill Primary School.

2. Be aware of staff policies and practices.

3. To ensure the provision of good standards of physical and emotional care.

4. To ensure good standards of hygiene and cleanliness are maintained at all times.

5. To be responsible for the Safeguarding and Health and Safety standards appropriate for the needs of the children. First Aid is desirable.

6. To assist with the preparation and maintenance of materials and equipment.

7. Recording accidents in the accident book.

8. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.

9. To ensure confidentiality of information received.

10. To undertake other duties and responsibilities of an equivalent nature as may be determined from time to time by the Headteacher.

**Person Specification**

The applicant should be:

* Punctual, reliable and hard working
* Able to organise and lead play activities suitable for primary aged pupils
* Able to supervise and ensure the safety of children
* Able to demonstrate high standards of personal conduct
* Committed to the children and the school in the widest sense
* Committed to working as part of a whole school team supporting policies and decisions
* Aware of the importance of effective relationships – with children, parents, colleagues, governors and the wider community
* Able to maintain confidentiality
* Positive and forward looking with a sense of humour
* Enthusiastic and positive