



JOB DESCRIPTION

Authority: West Berkshire Council	Department/Division: Education
Post Reference No:	Location: Purley Primary School
Job Title: Breakfast Club Play Assistant	Grade/Salary Range: B7 £749.00 per annum
Hours	2 hours, Wed & Thur
Start date	Jan 2019

JOB PURPOSE

To assist the Play Leader in supervising children attending breakfast club, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

This is a post within the structure of the majority of Primary and Secondary schools in the authority. It is directly supervised by the Headteacher

MAIN DUTIES AND RESPONSIBILITIES

Support for pupils:

- Assist children in collecting food, being seated, clearing away crockery, moving to activity area and/or playground as appropriate
- Ensure food is handled according to appropriate food safety guidelines
- Take pride in providing enjoyable breakfast and activities for pupils
- Encourage the children to be independent or to help others
- Assist the children in a variety of activities and games to interest and stimulate the children
- Interact with children, discussions, playing a game or simply having a conversation on a one to one basis
- Speak clearly and listen carefully to pupils, using questions to check understanding
- Establish good relationships with children and parents, interact positively with children, encouraging cooperation and mutual support
- Assist in providing help and support to children
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with the school policy
- Provide support with homework if needed
- To safeguard children and ensure to promote their health and safety
- Remain tactful when talking to pupils and others

Support for the school:

- Assist with ensuring kitchen area and tables etc are cleaned after each session
- Assist with ensuring cupboards, containers and all fridges etc are also cleaned half termly
- Keep up to date with latest food hygiene regulations
- Note any information passed on from parents and pass onto relevant teacher at the end of the session
- Attend and participate in relevant meetings as required.
- Participate in training and any other performance development as required

- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work and report defectives and hazards to Headteacher or School Business Manager.
- Create, maintain and develop the school's Christian ethos by acting as a positive role model.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

SCOPE OF JOB (Budgetary/Resource control, impact)

No supervisory responsibilities

No responsibility for the budget

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	A relevant qualification in playwork/childcare	
Competence Summary (Knowledge, abilities, skills, experience)	<p>Understanding of relevant policies/codes of practice and awareness of relevant legislation</p> <p>Working with or caring for pupils of relevant age</p> <p>Basic understanding of child development and learning</p> <p>Basic food hygiene</p> <p>Appropriate knowledge of first aid</p> <p>Basic health and safety</p> <p>Confidence in dealing with young people, maintaining discipline, motivation and ensuring wellbeing of children including acting on bullying</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.</p> <p>Display commitment to the protection and safeguarding of children and young people.</p>	Commitment to and understanding of Equal Opportunities
Work-related Personal Requirements	<p>Child centred</p> <p>Good organisational and communication skills</p> <p>Reliable</p> <p>Professional and positive approach</p> <p>Patience and flexibility</p>	
Other Work Requirements		<p>First Aid certificate</p> <p>Safeguarding</p>