SCHOOL
Khalsa Science Academy

JOB TITLE
Breakfast Club Assistant

HOURS
5hrs per week. 08.00 – 09.00am
Monday – Friday

RESPONSIBLE TO
Breakfast Club Leader and Principal

MAIN PURPOSE OF THE JOB
To assist in the day to day organisation of the Breakfast Club and supervise and take care of the children in all areas inside and outside of the school.

Main Functions

1. To provide full care for the children, including receiving them safely from their parents or carers and delivering children to school.

2. To supervise pupils before school whether indoors or outside in accordance with the instructions of the Principal or Breakfast Club Leader.

3. To provide positive and firm control by implementing the school discipline/behaviour policy. To encourage play activities.

4. To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the Principal or Breakfast club leader.

5. To ensure that any injury or sickness of pupils is reported immediately to the First Aider or Principal and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.

6. To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the eating area is left in a tidy condition.

7. To take part in the day to day administration, record keeping, ordering and purchasing supplies.

8. To check that no pupil remains in outside areas when morning lessons are about to begin.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.