# **OUR LADY QUEEN OF HEAVEN PRIMARY SCHOOL**

**VICTORIA DRIVE**

**LONDON, SW19 6AD**

**JOURNEYING TOGETHER WITH CHRIST**

*‘The value and importance of belief in and practice of the Catholic faith is reflected in our attitudes, relationships and charitable responses. Every person within our school community matters and has the opportunity to achieve their full potential and exceed their expectations. We aim to deliver a broad and rich curriculum, appropriate and accessible to all pupils.’*

Extract from Mission Statement

# **JOB DESCRIPTION - BREAKFAST CLUB ASSISTANT**

## **POST TITLE:** School Breakfast Club Assistant

## **GRADE/SPINAL COLUMN POINT: Sc1C SCP 2**

**HOURS**: 6 hours 15 minutes each week

## **REPORTS TO:** **HEADTEACHER**

# **1. PURPOSE OF JOB:**

To be responsible to the Headteacher for the operation and development of the breakfast club to ensure its’ continued smooth and effective running.

# **2. MAIN RESPONSIBILITIES:**

## **Running the club**

* Set up and be responsible for the day to day running of the club
* Meet and greet the children as they arrive at the school entrance each morning
* Serving of breakfast as appropriate
* Create a welcoming and supportive environment for the members of the club
* Manage the behaviour of members of the club
* Tidy the rooms used after use.

## **Administrative duties**

* Take the register (using electronic system – SIMS)
* School fees paid via Schoolcomms Gateway online. Be responsible setting up and checking membership and

payment of fees, and associated administration tasks.

* Liaise with the School Business Manager and office staff re club membership and unpaid fees
* Create related promotional displays for the club in the school

## **Standards and quality assurance**

* Share in the mission of the school in recognising the dignity of each individual
* Maintain confidentiality
* Support the aims and ethos of the school
* Set a good example in terms of punctuality, behaviour and attendance

## **Other duties and responsibilities**

* Be aware of and comply with policies and procedures relating to child protection, food hygiene, health, safety and security, administration and confidentiality, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Help to establish constructive relationships and communicate with other agencies/professionals
* Participate in training, other learning activities and performance development as required e.g. First Aid, food hygiene, safeguarding and child protection
* Administer first aid when required

# **3. SUPERVISION / MANAGEMENT OF PEOPLE**

* The post holder will have no direct supervisory responsibilities.

# **4. CREATIVITY AND INNOVATION**

* Responsible for the weekly food/drinks order
* Promote the club to maximise usage and continued success
* The post holder has responsibilities for the management of member's behaviour within the club but will work within strict guidelines and procedures. All unacceptable behaviour must be reported immediately to a senior member of staff to take action
* The post holder is required to consult and liaise with the Headteacher in all non-routine matters in connection with the club

# **5. CONTACTS AND RELATIONSHIPS**

* Internal contacts: Teachers, support staff, parents and pupils as customers of the service.

# **6. KNOWLEDGE AND SKILLS**

## **Knowledge**

* The post holder will have basic knowledge of Food Hygiene, Health and Safety, First Aid, Lifting and Handling and Fire Prevention for which appropriate training will be provided
* Use of equipment/resources – training in IT systems will be provided
* Full working knowledge of relevant polices/codes of practice/legislation

## **Skills**

* Ability to relate well to children and adults

## **Experience**

* Previous experience of managing pupil behaviour in a workplace setting is desirable
* Previous experience of working with children in the 4-11 range is desirable

# **7. GENERAL**

* The duties and responsibilities in this job description are not restrictive and the post holder may from time to time be asked to undertake some other duties. Any such duties should not however substantially change the general character of the post.
* The post holder must carry out their duties with full regard to the Council’s Equal Opportunities policy.
* The post holder must carry out their duties with full regard to the Departments Health and Safety Procedures.

Date: July 2021