



## **St Anne's Preparatory School**

**Breakfast club Assistant.**

### **JOB DESCRIPTION**

**Responsible to: Business Manager/Head Teacher**

**Hours of Work: 7.15am – 8.45am daily**

**School Breakfast club Assistant.**

**To assist breakfast club team at St Anne's Preparatory School at the start of the school day. They uphold the ethos and values of St Anne's Preparatory School, support colleagues both professionally and personally and work constructively as part of a team.**

**A high standard of professional conduct is expected at all times and must demonstrate judgement and integrity in confidential dealing with pupils, parents and staff.**

### **Duties**

- **Ensure a warm, caring and stimulating environment for children aged 4-11 years.**
- **Assuring children's wellbeing and safety at all times.**
- **Open the facilities and sign children in on arrival each day.**
- **Help organise, prepare and supervise children in the eating of their meals during Breakfast club.**
- **Risk assessments for allergies and dietary intolerances.**
- **Clean up and tidy away after breakfast service.**
- **To alert Breakfast Club Co-ordinator and/or the Head Teacher of any concerns regarding an individual child or group of children.**
- **General cleaning of the food preparation areas.**
- **Attend training courses as required.**
- **To comply with responsibilities, in accordance with the role, for food hygiene, health & safety in the workplace and pupils welfare.**
- **Sundry duties as assigned.**

### **Qualifications & Skills**

- **The job requires a friendly, approachable and hardworking personality with good communication skills, for liaison with parents and childminders/nannies.**
- **Enhanced CRB check required**
- **To assist in the provision of children's play based activities that reflect their social, educational, physical and recreational needs of children**
- **Experience of working with children is ideal.**

**Job Type: Part-time**

**Salary: TBC**

