



# The Warriner Multi Academy Trust



## Graven Hill Primary

### Breakfast Club Assistant

Job Information	
Reporting to	Headteacher
Grade	Grade 4 Points 4-5 (£23,114 - £23,500) Pro Rata
Salary	£23,114 Pro Rata Actual Salary £2,611
Hours /Weeks	5hrs per week Mon-Fri 7.45am-8.45am

General information:
<p><b>Main purposes of the job</b></p> <p>The general principle that the children must be supervised at all times in a suitable manner must be adhered to, thus securing the safety, welfare and good conduct of the pupils.</p>
Main duties and responsibilities
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Experience of working with children of relevant age</li></ul> <p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"><li>• Desirable – Relevant Level 3 Qualification</li><li>• Paediatric First Aid Training</li></ul>

**Knowledge/Skills**

- To assist with providing and supervising safe play activities for children
- To set out the equipment before each session commences and clear away at the end
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect
- To provide a nutritious and healthy breakfast/tea for the children in the club
- To promote an understanding of health issues such as healthy eating, dental health
- To ensure good working relations between the parents and staff
- To provide and maintain equality of opportunity for all children and their families
- To follow the school's Behaviour Policy
- To provide support to children including first aid if trained
- To attend training as reasonably requested
- To assist with the supervision of pupils both indoors and outdoors, having due regard to Health and Safety regulations and Policy
- To liaise with school staff as required
- To complete any other duties required by the Headteacher or Leadership Team which may reasonably be requested

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Pre-school. You are also required to be flexible and adaptable with respect to your role.

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.



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### Signatures – line manager and job holder

Signature of Manager:                      Date:                      /                      /

Signature of post holder:                      Date:                      /                      /

*All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).*

**Education Officer: Person Specification**

Attributes	Essential	Desirable	Method used to gather information (A – Application form I – Interview T – Test P – Presentation)
<b>Qualifications</b> First Aid qualification  Forest School Leader qualification  Trainer qualification	*  *  *		A  A  A
<b>Work or relevant experience</b>  Relevant experience of delivering rural education  Relevant experience learning outside the classroom  Relevant experience of Forest School	*  *  *		A  A  A

Ability to plan and organise effectively	*		I
Ability to work in large or small groups or an individual pupil	*		I
<b>Knowledge and understanding</b>			
An understanding of school based education including child development		*	I
Knowledge of the national curriculum including Literacy and Numeracy strategies		*	I
Experience of working with outside agencies		*	A
<b>Skills and Abilities (relevant to post)</b>			
Good communication skills and ability to relate well to children, staff and parents	*		I
Evidence of working well as part of a team	*		A
ICT and the willingness to update skills and undertake further training	*		I
Practical outdoor skills	*		A



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Driving licence and use of own car	*		
<b>Personal Qualities</b>			
Ability to bring initiative, enthusiasm, and commitment to the role	*		
Flexibility and reliability	*		
Willingness to develop skills with further training	*		