



Breakfast Club Job Description

Post: Breakfast Club Assistant

Purpose: To work as part of the Breakfast Club Team, providing high quality childcare.

Responsible to: Breakfast Club Manager/ Principal / Leadership Team

Principal responsibilities:

1. To set up and clear away the Breakfast Club room paying full regard to Health and Safety, leaving room clear and clean for other purposes.
2. To cater for the needs of the children attending Breakfast Club.
3. Prepare breakfast and drinks for the children and supervise them eating.
4. To provide support and to assist with supervision of games and activities.
5. To assist with the compliance of all Health and Safety, and food preparation regulations.
6. To report any concerns about a child or any aspect of breakfast to the Breakfast Club Manager and/Headteacher/ Leadership team
7. To undertake appropriate training and development activities.
8. To be proactive in engaging with our children to create a happy, stimulating environment.
9. Any other duty requested by the Headteacher/Breakfast Club Manager / Leadership team
10. To foster a stimulating environment for the children.
11. To welcome children to a warm friendly environment.



National Support School
designated by

National College for
Teaching & Leadership

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