



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

**Job Title:** Breakfast Club Worker – Term Time Only

**Pay Scale:** NJC 3

**Location:** Bishop Alexander LEAD Academy

**Job purpose:**

To assist with the running of the Breakfast Club. To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play within a safe, happy and healthy environment.

**Duties and Responsibilities:**

- Maintain/prepare a healthy breakfast diet for all children registered with the club.
- Work closely within a team environment to ensure the provision offers a safe and stimulating play environment in which children are able to play freely, and that all activities are delivered, in accordance with and adhere to club policies and procedures.
- Liaise with parents and other users of the provision.
- To assist with the planning, preparing and delivery of high quality activities, which meet children's individual developmental needs.
- To work face to face with the children registered with the club.
- To promote acceptable standards of behaviour in compliance with laid down procedures.
- Maintains good order and discipline amongst children and pupils, safeguarding their health and safety.
- To assist in the preparation of healthy and nutritious refreshments for the children.
- To follow guidelines and procedures for child protection as recommended by the school policies.
- To adhere to the club's confidentiality policy.
- To carry out some light domestic duties as required.
- Occasional extra training (INSET) as required.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

## Breakfast Club Worker Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>a level of numeracy and literacy sufficient to carry out the duties of the post.</li> <li>First Aid qualification or willingness to attend training.</li> </ul>	E E	
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>able to help prepare a healthy breakfast to groups of children</li> <li>able to plan activities and deliver activities</li> <li>able to use own initiative</li> <li>able to work as part of a team and contribute towards its success</li> <li>able to prioritise own workload and work to deadlines</li> <li>able to exercise confidentiality when necessary</li> </ul>	E E E E E E	
<b>Experience</b>	<ul style="list-style-type: none"> <li>experience of working with children.</li> </ul>	E	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>have good interpersonal skills to communicate with children</li> <li>have a positive attitude to personal development and training</li> <li>be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li> </ul>	E E E	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>this role is subject to an enhanced DBS</li> <li>competent in basic ICT skills and able to complete online training</li> </ul>	E E	