



Mead Road Infant School

Job Description

Title: Breakfast Club Cook/ Assistant **Grade:** BR3 11
Department: Mead Road Infant School **Reports to:** Head of School

MAIN PURPOSE

To provide the agreed menu, to provide quality food and to nurture an enthusiasm to try new foods with a positive approach.. Report to the Head of School and to support the club leader in the day to day operation of the Breakfast Club. To liaise with the Office for breakfast club supplies and the administration of the club.

SUMMARY OF RESPONSIBILITIES AND DUTIES

1. To cook and provide good healthy food that has been previously agreed as per the weekly breakfast club menu.
2. To regularly check emails for updates of who is attending the club.
3. To contribute to the provision of a friendly, caring, safe and secure environment which takes as its starting point the needs of the child.
4. To participate in the organisation and evaluation of the Breakfast Club which reflects fully children's diverse and individual needs.
5. To have a good understanding of the roles of play in child development and to be able to organise a programme of activities.
6. To promote equality of opportunity and anti-discriminatory practice through both the programming of activities and by acting as a positive role model to the children.
7. To work on own initiative with minimal supervision and attend meetings as and when required by the Head of School.
8. To maintain good working relationships with all school staff.
9. To establish and maintain relationships with parents/cares providing them with information where appropriate.
10. To refer all enquiries, complaints etc. from scheme users and potential users to the Head of School.
11. To assist in the safety and security of the schemes environment, responsible for the efficient implementation of the relevant emergency procedures including First Aid.
12. To ensure that procedures are completed in line with registration guidelines.
13. To protect children's rights, health, safety and well being, to standards prescribed by

OFSTED and current legislation such as Children Act and Health and Safety at Work Act.

14. . Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department / Section.

EQUALITIES

Implementation of the School equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

	Date	Name
1. Date drawn up		
2. Given to Post holder		
3. Confirmed by Line Manager		
4. Evaluated		

**Human Resources Division
Person Specification**

Title:	Breakfast Club Assistant	Grade:	BR4 12
Department:	Mead Road Infant School	Reports to:	Head of School

SKILLS AND ABILITIES

Ability to work on own initiative with minimal supervision.

Ability to organise the cooking of the food for Breakfast Club and to assist in devising an activity programme which is suitable for the needs of the children for who it is aimed for.

Ability to work and communicate well with children and understand their individual needs.

Ability to work as part of a team.

Ability to communicate and maintain good working relationships.

Ability to assist play activities with enthusiasm and work as part of a team.

KNOWLEDGE

Cooking and food hygiene

EXPERIENCE

Experience of working with children.

Experience preferred in play related activities.

QUALIFICATIONS

Food hygiene certificate

A childcare qualification is preferable.

A first aid qualification is desirable.

SPECIAL CONDITIONS

DATE DRAWN UP:

SIGNED:

