

MORAY COUNCIL

JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE: Breakfast Club Support Worker **DEPARTMENT:** Education
SECTION: Education **LOCATION:**
REPORT TO: Head Teacher
GRADE: 3 **POST NO:**

(2) JOB PURPOSE AND WAY OF WORKING

To support and supervise children attending the School Breakfast Club in a friendly and informal environment.

(3) MAJOR TASKS

- 3.1 Planning and administration.
- 3.2 Day to day running of Breakfast Club.
- 3.3 Work as part of a team.
- 3.4 Child Protection.
- 3.5 Health & Safety

(4) REPORTING RELATIONSHIPS This job is indicated by *

Depute Head Teacher (Pastoral)
*Breakfast Club Support worker

SIGNATURES AND ADMINISTRATION ONLY

<i>Author's Signature:</i>	<i>Validator's Signature:</i>	<i>Date:</i>
<i>Postholder's Name:</i>	<i>Signature:</i>	<i>Date:</i>
<i>Supervisor's Name:</i>	<i>Signature:</i>	<i>Date:</i>

(5) DUTIES TYPICALLY INCLUDE:

5.1 Planning and administration

- 5.1.1 Keep an up to date register of children attending the Breakfast Club
- 5.1.2 Engage with pupils attending the breakfast club
- 5.1.3 To be responsible for arranging any specific needs e.g. to ensure the smooth running and operation of the breakfast club

5.2 Day to day running of club

- 5.2.1 Responsible for sourcing groceries required by club on a weekly basis (Moray Food Bank)
- 5.2.2 Responsible for preparing the breakfast for pupils attending the club e.g toast, cereal
- 5.2.3 Responsible for ensuring the area is tidy and all foods stored at the end of breakfast club
- 5.2.4 Liaise with Depute Head teacher regards any specific needs or concerns of children attending the club

5.3 Work as part of a team

- 5.3.1 Work alongside other staff to ensure the smooth running of the club

5.4 Child Protection

- 5.4.1 Maintain confidentiality of children attending the club

5.5 Health & Safety

- 5.5.1 Assist as directed in the supervision of pupils attending the breakfast club in safety in activities
- 5.5.2 Report damage or equipment in an unsafe condition to the the Head Teacher

5.6 Other tasks as appropriate

- 5.6.1 Carry out appropriate other tasks, as and when required, by the Head Teacher.

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.

**MORAY COUNCIL
PERSON SPECIFICATION**

Post: Breakfast Club Support Worker

Department: Education, Communities & Organisational Development

Date Specification Completed: November 2013

Prepared By:

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(1) Experience	Experience of working with children in any capacity - as parent, guardian or other work setting Experience of handling cash	
(2) Education and qualifications*	A willingness to undertake training and/or ongoing learning development	Valid Qualification in First Aid Qualification in Childcare & Education
(3) Skills/abilities (general)	Ability to relate to and respond to children between 5 and 12 years of age Interest in children and their development Ability to work as part of a team Effective communication skills Self-confidence Self-motivated Flexible and adaptable approach to work	Knowledge of Health & Safety
(4) Skills/abilities specific to post*	Knowledge of Basic Food Hygiene Patience and understanding	
(5) Inter-personal and social skills	Appreciation, acceptance of and a commitment to the importance of confidentiality Willingness to accept direction/delegation	

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(6) Working environment and physical demands	Able to carry groceries and move furniture to accommodate the children in conjunction with moving and handling regulations	

* Candidates will be required to show these documents at interview if invited to attend.

Satisfactory Disclosure Scotland check required?		No
Membership of Protecting Vulnerable Groups Scheme(working with children)	Yes	
Membership of Protecting Vulnerable Groups Scheme(working with vulnerable adults)	No	
Satisfactory pre-employment medical screening?	No	