



**CORBY OLD VILLAGE PRIMARY SCHOOL.**  
**JOB DESCRIPTION – BREAKFAST CLUB**  
**ASSISTANT**

Job Title: Breakfast club Assistant

Pay Grade Grade C - (point 8 to 10)

Weeks per Year: 38 (term time only)

Hours per week – 3.75 hrs (Mon – Fri 08.00 – 08.45)

Responsible to: School Business Manager/ Head teacher

**Purpose of the Post:**

Be responsible for the supervision and organising of facilities in order to offer families a place for children to go before school and to provide the opportunity for children to have breakfast and participate in activities in a safe and secure environment.

**Principal Responsibilities:**

- To encourage healthy eating and raise the profile of breakfast as an important meal
- Set up crockery, cutlery and toaster as required and put away all items at the end of each morning's session.
- Prepare and serve toast, cereal, juice and other breakfast items.
- Take daily register of attendance and payments.
- To encourage good eating practices (sitting at table) etc.
- Board games, table top activities, drawing and writing equipment and simple construction kits or other activities should be offered for recreation.
- To be fully conversant with health and safety regulations and ensure they are adhered to at all times.
- Ensure that stocks of food and drink are ordered with the office each week.
- To promote children's understanding of hygiene.
- To ensure all areas used by staff and children are left clean and tidy.
- Attend training courses as and when appropriate.
- Ensure fully conversant with COV's Policies and Procedures.

**Experience necessary**

- Experience of working with children of primary age range.
- Initiative in order to plan and manage a range of activities.
- Skills of mediation.
- Knowledge of Health and Safety and Food Hygiene regulations and standards.