

Job Description

Post Title :	Breakfast and After School Club Team Member		
		Grade:	BEXLEY03
Responsible to:	Breakfast and After School Club Manager		
Main purpose of the job:			
<ul style="list-style-type: none"> To assist with the preparation and day to day organisation and running of a range of purposeful and stimulation activities in the Breakfast and After School Club. 			
Major Duties and Responsibilities:			
<ol style="list-style-type: none"> To participate in the practical tasks associated with the preparation, organisation and supervision of sessions for all children before and after school. To take action necessary to ensure the health and safety of children and staff involved in the session, drawing matters to the attention of the Breakfast and After School Club Manager, as appropriate. To use acquired skills/ expertise in caring for children who may present with challenging behaviour or other anti-social traits in an appropriate manner. To attend and participate in relevant training as identified by the Breakfast and After School Club Manager, the Senior Management of the school. To work towards supporting the general development of extended services within the school. To prepare food. 			
Job Activities:			
<ul style="list-style-type: none"> Awareness and commitment to work within various policies and legislation. Supervise and manage groups of children in various activities. Assist in the preparation and organisation of sessions during/ before school sessions. Support the Out of the Schools Leader in the development of the service. 			

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Safeguarding certificate • DBS certificate 	<ul style="list-style-type: none"> • First Aid at Work certificate • NVQ Level 2 or equivalent • Food hygiene certificate
Experience	<ul style="list-style-type: none"> • Experience of working in an appropriate setting • Able to demonstrate ability to work constructively as part of a team. 	<ul style="list-style-type: none"> • Experience of working / volunteering in a school environment.
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to supervise young children. • Knowledge of a playground games and activities suitable for young children. 	<ul style="list-style-type: none"> • An understanding of and commitment to equal opportunities for all pupils. • An understanding of basic child protection procedures.
Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm, commitment and energy • Approachability • Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary • Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation • Ability to listen to customers and understand their needs • Ability to tailor your approach to each conversation to be appropriate to the customer, responding clearly with fine shades of meaning, even in complex situations. 	