

# JOB DESCRIPTION

Reviewed May 2026

<b>Authority:</b> WEST BERKSHIRE	<b>Location:</b> ENGLEFIELD CE PRIMARY SCHOOL
<b>Job Title:</b> Breakfast Club Assistant, After School Club Assistant	<b>Grade/Salary Range:</b> B

## JOB PURPOSE

- To support the supervisor in the smooth and effective running of the club
- To consistently promote positive values, attitudes and behaviour
- To support pupils in their play
- To encourage the social and emotional development of pupils
- To help pupils to become more independent
- To promote the inclusion and acceptance of all pupils
- To help prepare and serve breakfast or teatime snack and clean up afterwards
- To assist with setting up and clearing away tables and activities
- To oversee the hygiene and cleanliness of the dining areas
- To safeguard the pupils in the club

## DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

To be responsible to the Supervisor (day-to-day activities)  
To be responsible to the Head Teacher (overall pattern of work)

## MAIN DUTIES AND RESPONSIBILITIES

**Working under the direction and supervision of a qualified teacher or Head Teacher:**

### Planning & Expectations

Working within the school's policies and procedures to:

- Promote equal opportunities for all pupils
- Contribute to the preparation of play resources
- Attend and participate in relevant training as required
- Work with other staff to identify and implement next steps relating to communication, physical development and social skills

### Play Activities

- Prepare the club rooms as directed and clear afterwards
- Assist in the display of pupils' work
- Communicate effectively and sensitively with pupils to support them
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Respond to equal opportunities issues as they arise by challenging bullying and harassment and reporting to the Supervisor/Headteacher as necessary
- Assist with the supervision of pupils and encourage good behaviour and manners
- Safely manage the play activities, both indoors and outdoors

### Professional Values & Practice

- Have high expectations of all pupils and assist the promotion/reinforcement of pupils' self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Build and maintain successful relationships with pupils, treating them consistently with respect and consideration
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils
- Carry out all aspects of the role effectively and seek help, advice or guidance when necessary

### General

- Maintain a safe environment for pupils, staff and visitors to the school
- Promote pupil independence wherever possible
- Encourage and support peer communication and relationships
- Support activities relating to personal care e.g. eating and toileting, as appropriate

- Provide welfare support for pupils
- Develop a secure understanding of any specialist equipment necessary to support pupils
- Communicate concerns to the Supervisor when appropriate.

### **Food Preparation**

- Attend any necessary food safety training
- Follow guidance on safe food preparation
- Maintain hygiene standards throughout preparation area and eating areas
- Encourage children to try foods and have a healthy diet
- Tidy and clean areas after use
- Pass on any eating concerns to parents

**PERSON SPECIFICATION – Breakfast Club Assistant,  
After School Club Assistant**

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<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Confident in literacy and numeracy skills</li> <li>• Willing to undertake any training as deemed necessary by the school</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified First Aider</li> <li>• Has a minimum of 1 year's relevant experience</li> <li>• Holds or is working towards a relevant NVQ at level 2</li> <li>• Confident in ICT</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Good organisational ability</li> <li>• Able to communicate effectively with children, parents and other staff</li> <li>• Able to motivate and encourage pupils</li> <li>• Ability to be firm and calm and respond quickly to developing situations</li> <li>• Awareness of child protection and bullying issues</li> <li>• Awareness of Health &amp; Safety principles</li> <li>• Aware of and willing to promote the school's social inclusion policies and practices</li> <li>• Ability to use basic technology i.e. photo-copier, computer, tablet/ipad, digital camera etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with special needs and/or able, gifted and talented</li> <li>• Experience of working at either Key Stage</li> <li>• Understanding of children's playground culture</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Solution-focused thinker – able to make decisions and use own initiative</li> <li>• Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs</li> <li>• Professionally discreet and able to respect confidentiality</li> <li>• Flexible approach to tasks</li> <li>• Therapeutic approach to promoting positive behaviour</li> <li>• Willing to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to contribute towards the life of the school</li> </ul>
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>• Supportive of our Christian vision and values</li> <li>• Mature, flexible approach, qualities which will command respect</li> <li>• Patient and resilient</li> <li>• Committed to the school</li> </ul>	