

# St. Helen's Church of England Primary School



## Job Description

**Job Title:** Breakfast Club Play Leader  
**Grade:** E2 (Points 1 -3)  
**Responsible to:** School Office Co-ordinator, Senior Leadership Team

### Purpose of the Job:

To provide a safe, caring and stimulating environment for children. To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the children.

### Main duties and responsibilities (Accountabilities):

- Plan and interact in daily activities to ensure children's needs are met. Ensure that the National Standards are adhered to.
- Take a key role in suitably equipping the Breakfast Club in order to provide a stimulating and enjoyable environment for children
- Provide healthy meals/snacks in order to promote healthy eating and maintain the Breakfast Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the wellbeing of the children and staff.
- Advise the Designated Safeguarding Lead (DSL) of any concerns regarding children or parents preserving confidentiality as necessary, to ensure the wellbeing of the children.
- Ensure that high standards are maintained in the running of the club, including how the resources (staff, premises and equipment) are used to ensure the needs of the children and ensure that all records are maintained ensuring confidentiality of information.

### Necessary Experience:

- Knowledge of Health & Safety procedures.
- Knowledge of Child Protection procedures.
- Paediatric First Aid Certificate or willingness to obtain.
- Must have a basic understanding of Food Hygiene.
- Basic experience and understanding of multi-agency and partnership working.
- Experience of basic technology (computer, video, photocopier).
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

### Scope for Impact:

This post has direct impact on the wellbeing and development of children attending the club.

The post holder will need to be aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and ensure the National Standards and the school's values are met at all times.

The post holder will work in partnership with the school and liaise with external agencies and professionals as required to ensure high standards are maintained in the club.

The post holder will be expected to attend training sessions as required to ensure own personal and professional development.



## Person Specification

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	Essential	Desirable
<b>Qualifications</b>		Paediatric First Aid Certificate
<b>Experience</b>	<p>Basic experience and understanding of multi-agency and partnership working</p> <p>Knowledge and experience of policies and procedures relating to child protection, health and safety, security, equal opportunities and confidentiality.</p>	
<b>Skills and Abilities</b>	<p>Ability to communicate positively with children</p> <p>Ability to engage in activities to promote social skills</p> <p>Ability to work supportively within a team</p>	
<b>Knowledge</b>	<p>Knowledge of Health and Safety</p> <p>Basic understanding of food hygiene</p> <p>Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety</p>	
<b>Personal qualities</b>	<p>Enthusiasm for working with children</p> <p>Hardworking, reliable and trustworthy</p>	



## **St. Helen's Church of England Primary School**

### **Breakfast Club Play Leader**

We are seeking to appoint an active and lively Breakfast Club Play Leader to support our Breakfast Club provision for children at our school. We are looking to appoint someone who can help facilitate and support fun and educational activities in a safe environment for children aged from 4 through to 11. We are looking for an enthusiastic, self-motivated person to join our team. You will be given appropriate training, as required

We would expect to see you:

- Carrying out play activities
- Preparing and providing a varied and balanced breakfast
- Responsible for the safety and well-being of all the pupils
- Assist the children in interacting with other pupils
- Assist the children with homework
- Assist the children in all enjoying all the rich activities the club can offer

The post is for five days a week 7.30am - 8.45am, 6.25 hours per week. The successful candidate will work as part of a team of two who will take equal responsibility for the preparation and supervision of the club.

We are looking for individuals who are equally at home talking to 4 year olds as they are 11 year olds and someone who is as happy to lead the children in play as they are to ensure that our excellent hygiene rating continues long into the future.

Visits to our school are warmly welcomed and can be arranged by contacting the school office 01634 220246. To find out more about our school please visit our website <http://www.sthelens.medway.sch.uk> or contact the Head Teacher (01634 220246) for an informal discussion or email [office@sthelens.medway.sch.uk](mailto:office@sthelens.medway.sch.uk)

Please return completed application forms to the School Office, St. Helen's Church of England Primary School, Church Street, Cliffe, Rochester, Kent. ME3 7PU or email to [office@sthelens.medway.sch.uk](mailto:office@sthelens.medway.sch.uk)

Start Date: September 2021

Closing date: Thursday 16<sup>th</sup> September 2021 at 12 midday

Interviews: Week commencing 20<sup>th</sup> September 2021

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found.

## **Equal Opportunities**

This school is committed to recruiting with care and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check