The Highland Council
Education & Learning Service

Job Description
Breakfast Auxiliary

Service: Education and Learning

Job Title: Breakfast Auxiliary

Grade and Salary: HC0337
(Salary placing will normally be on the first point of the scale.)

Location:

Responsible to: The Head teacher

Job Purpose: To Supervise pupils at Breakfast Club

Key Duties and Responsibilities: Breakfast Auxiliaries will be responsible to the Head Teacher or a delegated member of staff in accordance with the practices and procedures of the school for securing the safety, welfare and good conduct of pupils in school who attend Breakfast Clubs including endeavouring to ensure that pupils do not leave the precincts of the school at unauthorized times.

Duties include:

- Receive paperwork of who is attending breakfast club on a daily/weekly basis from Wraparound Care Assistant
- Lay out/prepare food for breakfast taking account of good hygiene practice
- Have First Aid kit available at all times
- Adhere to school's Health and Safety policy
- Check personal information on food allergies, forbidden food, food preferences and any medical/ASN requirements etc.
- Set up tables and chairs and set out crockery, cutlery etc. for appropriate numbers
- Set up play activities within the hall
- Welcome children and ask parents to sign their child into the breakfast club
- Make and serve breakfast
- Supervise children during breakfast and whilst playing in the hall
- Tidy up resources at end of breakfast session
- Ensure nursery children are accompanied back to the nursery and primary children are escorted to the playground

Other Duties: You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to

posts may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time-to-time.

38 weeks per year including allowance for holidays which should be taken during school holidays

Date

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Person Specification
Breakfast Auxiliary

Service: Education and Learning

Job Title: Breakfast Auxiliary

Location:

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. **EXPERIENCE -** Previous experience of working with children.

2. **EDUCATION AND QUALIFICATIONS -** Good general level of education.

3. **SKILLS/ATTRIBUTES GENERAL –**
   Ability to work both independently and as a member of the school staff team.

4. **SKILLS/ABILITIES SPECIFIC TO THE POST -** Good communicative skills. Ability to respect confidentiality

5. **INTERPERSONAL AND SOCIAL SKILLS -** Ability to liaise and work effectively with school staff, pupils and occasionally, parents.