



# Anston Hillcrest Primary Breakfast Club/Afterschool (WAC) Assistant Job description and Person Specification

**Anston Hillcrest Primary School**  
**Breakfast Club/Afterschool (WAC) Assistant - Job description**

**School vision**

At Anston Hillcrest we work together as a community to provide a happy, safe and secure learning environment where everyone is valued and shown respect. We strive for excellence through a curriculum which stimulates and excites the children's imagination, motivates a desire to achieve and inspires a lifelong love of learning.

**Employment details**

Job title:	Breakfast Club/Afterschool (WAC) Assistant
Reports to:	School Business Manager
Hours of work:	Various hours per week, term-time only.
Salary:	SCP 5-6
Job purpose:	<ul style="list-style-type: none"><li>• To supervise children at breakfast time and/or afterschool to ensure their safety</li><li>• Promote positive play</li><li>• To encourage and promote appropriate behaviour</li><li>• Participate in training including food hygiene, safeguarding and health and safety</li></ul>


**Main duties/responsibilities**

Supporting the delivery of safe, creative and appropriate play activities
To ensure that all activities are carried out within the equal opportunities framework
To support the full care of the children including collection of the children from their parents/carers
Ensure acceptable standards of behaviour are maintained
Assist in setting up and tidying away play/activity equipment
To encourage children to eat breakfast/afterschool snack, whilst encouraging correct etiquette
Administering basic first aid and recording incidents as appropriate and provide written correspondence to the parent/carer.
Being aware of and working within agreed policies and practices
To ensure good hygiene standards are maintained at all times, and uphold the requisite health and safety standards.
To record daily opening and closing checks, 4 weekly and quarterly reviews and action sheets.
To ensure confidentiality of information received.

## Person Specification – Breakfast Club/Afterschool (WAC) Assistant

	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>At least 2 years experience of working in a school setting.</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 national vocational qualification (NVQ) or equivalent in childcare</li> <li>A current first aid certificate</li> <li>Food Hygiene certificate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with 4 to 11 year-olds</li> <li>Working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Coordinating and planning play opportunities</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>An understanding of good quality child care</li> <li>The ability to meet children's individual needs</li> <li>The ability to work as part of a team</li> <li>The ability to work on own initiative</li> <li>The ability to communicate at all levels</li> <li>Awareness of equal opportunities issues</li> <li>Awareness of health and safety issues</li> <li>Good organisation skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of health and safety practices</li> <li>Knowledge of safeguarding practices</li> <li>Knowledge of safe food practices/food hygiene</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>A commitment to equal opportunities</li> <li>Ability to use good judgement and common sense</li> <li>A responsible and caring attitude</li> <li>The ability to get on well with children and parents/carers</li> <li>Patience and tolerance</li> <li>Creativity and flexibility</li> </ul>	<ul style="list-style-type: none"> <li>A good sense of humour</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Enhanced Disclosure and Barring Service certificate and barred list check</li> </ul>	

### Prepared by

Name:	Karen Hayes	Signature:		Date:	26.06.2024
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**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the breakfast/after-school club. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.