



**Sheep Dip Lane**  
PRIMARY SCHOOL

# SHEEP DIP LANE PRIMARY SCHOOL

Sheep Dip Lane, Dunscroft,  
Doncaster, South Yorkshire, DN7 4AU.  
Telephone- 01302 842464 Fax- 01302 351792  
Head Teacher- Mrs F Parish

## JOB DESCRIPTION

<b>Title:</b>	Breakfast Club Assistant
<b>Grade:</b>	Grade LW1
<b>Responsible to:</b>	Headteacher /Deputy Headteacher / School Business Manager
<b>Responsible for:</b>	The postholder has little or no supervisory responsibility other than assisting with work familiarisation of other employees, including new employees.
<b>Purpose:</b>	To support the school with the efficient organisation of the schools breakfast club

### **Main Duties and Responsibilities:**

1. Provide a welcoming environment.
2. Ensure hygiene rules and regulations are complied with.
3. Supervise children within all activity areas i.e. activity room, television area, homework activities, eating areas and quiet room activities.
4. Tidy up and leave all activity areas within the breakfast area premises clean.
5. Stocktake.
6. Administer first aid.

The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.