



Headteacher: Mr Iain Horner

Chesterton CE Primary School  
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## **BREAKFAST CLUB PLAYWORKER JOB DESCRIPTION**

### **GRADE 5, SCALE POINTS 5-7**

#### **PURPOSE OF ROLE**

To be responsible for providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos and procedures.

This post holder is responsible for ensuring that all school Safeguarding and Child Protection policies are adhered to and concerns are raised in accordance with these policies

#### **MAIN DUTIES**

- To work closely with other Breakfast Club staff to provide care and creative play opportunities.
- To ensure that children's individual needs are recognised, and to engage them in establishing and maintaining boundaries for their behaviour according to the school's Behaviour Policy.
- To ensure the collection from parents and transition to other areas of the school is managed in a safe and secure manner.
- To support the Wrap Around Care Leader in ensuring that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively.
- To work as part of the whole school team and liaise with relevant school staff.
- To be aware of children with specific medical needs and food allergies, ensuring that correct procedures are followed for the preparation of food, and administration of first aid and medication.
- To establish and maintain constructive relationships and communicate with parents/carers, and other professionals as required.
- To prepare food and drink that promotes healthy eating, and complies with current school food guidelines and food safety legislation.
- To assist with day to day administration and record keeping.
- To work within agreed policies and procedures, and undertake other duties, appropriate to the grade, as may reasonably be required by the Headteacher.

**SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- In accordance with the provisions of the current Health and Safety at Work Act, to take reasonable care for the health and safety of yourself, colleagues and pupils and to co-operate with their duties under statutory health and safety provisions .

**SAFEGUARDING AND PROMOTING BRITISH VALUES**

- To have due regard for safeguarding and promoting the welfare of children and British Values, and to follow all associated child protection and safeguarding policies as adopted by the school and the Local Authority.

**Signature of Post Holder:** \_\_\_\_\_

**Date** / /

**Signature of Headteacher:** \_\_\_\_\_

**Date** / /